SUPA Grade Grievance Policy

Regarding grade grievances, remember that the standard to contest a grade is very high: a disagreement with the instructor about grading is not likely to meet that standard. We recommend you contact your instructor first, in order to try to resolve the grievance, and then contact the Dean's office if you still intend to submit an appeal.

"It is the obligation of the student, in attempting to resolve any student grievance regarding grades, first to make a serious effort to resolve the matter with the individual with whom the grievance originated. Individual instructors retain primary responsibility for assigning grades. The instructor's judgment is final unless compelling evidence shows discrimination, preferential treatment or procedural irregularities. If students wish to appeal, their requests must be submitted in writing on an appeal form available in departmental or program offices to the department chair or program director. Before considering a grievance, the department chair or program director will refer the issue to a departmental or program committee of graduate faculty. If the committee cannot reach a decision acceptable to the parties involved, the department chair or program director will issue a decision on the grievance. If students are dissatisfied with the chair or director's decision, they may appeal the case to the academic dean. If they are dissatisfied with the academic dean's decision, they may appeal it to the Dean of Graduate Studies. Students have one year from the day grades are posted to initiate a grievance concerning a grade. (For grievances other than those related to grades, see the catalog entry titled Grievances Other Than Grades.)"

1. Before making an appeal of a grade, you must have attempted to resolve your complaint with the instructor who issued the grade.

2. If you wish to appeal a grade, complete both pages of the SUPA Grade Grievance Form for Appeal of a Grade (use additional sheets of paper if necessary, but be sure to put your name on each additional page). Your grievance will be reviewed on the basis of the paperwork that you submit (i.e. this form and any supporting materials you may wish to submit with this form). Therefore, be thorough in your documentation. Return the completed form to the appropriate department director or chair.

3. Before considering a grievance, the department director/chair will refer the issue to a departmental committee comprised of faculty. If the grievance involves a director or chair, then the form is turned into the Dean's Office. The Dean will then appoint a faculty committee to hear the grievance.

4. If the committee cannot reach a decision acceptable to the parties involved, the department director or chair will issue a decision on the grievance.

5. If you are dissatisfied with the department's committee decision, you may appeal the case to the Dean of the School of Urban and Public Affairs.

6. The Dean will inform the student of his/her decision in writing and this decision is final. The decision will be mailed to the student at the address that is entered on this form.
UNIVERSITY OF TEXAS AT ARLINGTON
SCHOOL OF URBAN AND PUBLIC AFFAIRS (SUPA)
GRADE GRIEVANCE FORM

Grievance Information:

Name: ___________________________ ID#: 1000 ________________

Address: ____________________________________________________________________

City: ___________________ State: ___________________ Zip: __________

Telephone Number(s): (H)________________________ (C) ________________________

UTA Email: ________________________________________________________________

Instructor Name: ____________________________________________________________

Course Name: ______________________________________________________________

Course Prefix and Number: __________________________ Section: _______________

Semester Taken: ______________________

Have you attempted to resolve this dispute with your instructor?

Yes_______ No_______

If NO – Your grievance cannot be considered until you have spoken with the Instructor and tried to resolve this dispute.
If YES- What specific action did you take?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

What was the outcome of the request?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

In matters of grade disputes, the UTA Graduate Catalog states that “The instructor’s judgment is final unless compelling evidence shows preferential treatment of procedure irregularities.”

Please explain which of these factors, preferential treatment or procedural irregularities, form the basis of your appeal. Cite specific evidence.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
UNIVERSITY OF TEXAS AT ARLINGTON  
SCHOOL OF URBAN AND PUBLIC AFFAIRS (SUPA)  
GRIEVANCE OTHER THAN A GRADE FORM

Name:___________________________________________  ID#__________________________________

Address:_____________________________________________________________________________

City:_________________________    State:___________________________    Zip:____________

Telephone: (H)___________________________   (C)___________________________

UTA Email: ____________________________________________________________________________

Individual With Whom Grievance Originated: ______________________________________________

Have you attempted to resolve this dispute with your instructor?  Yes_____   No______

If NO- Your grievance cannot be considered until you tried to resolve this dispute.

If YES- What specific action did you request?

_____________________________________________________________________________________

_____________________________________________________________________________________

What was the outcome of the request?

_____________________________________________________________________________________

_____________________________________________________________________________________

Explain the basis of your appeal. Cite specific factors for your appeal (attach additional information, if needed).

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Signature:___________________________________________   Date:________________