



The University of Texas at Tyler

Grade Appeal Form

A student who believes that his/her grade in a course is improper should first attempt to resolve the matter informally with the course instructor. If a satisfactory outcome is not forthcoming from the informal process, the student may file this Grade Appeal form with the department chair within 60 days after the assignment of the disputed grade. It is the student's responsibility to pursue appeals to the next higher level at each stage of the appeal process.

PART I: TO BE COMPLETED BY THE STUDENT

Name _____

Current Mailing Address _____

Address City State Zip

Phone Number _____ E-mail (*required*) _____

Course Prefix	Course Number	Section	Title of Course

Semester and Year _____ / _____

Grade assigned by instructor _____

Grade requested by student _____

Reasons for grade change request: (use additional sheets if needed.)

Student's Signature

Date

PART II: TO BE COMPLETED BY THE INSTRUCTOR

General criteria for the assignment of grades:

Description of the student's performance based on the above criteria:

I hereby assert that the grade given the student is correct. I have notified the student of this decision.

Instructor's Signature

Date

PART III: TO BE COMPLETED BY APPROPRIATE ADMINISTRATORS

I hereby acknowledge that I have reviewed this grade appeal case and recommend that:

_____ The grade be unchanged.

_____ The grade be changed.

I have notified the student of this decision.

Department Chair's Signature

Date

Appealing to the Dean and Provost

Allegations involving the quality of a student's work or cases involving academic dishonesty will not be appealable beyond the department chair.

Only if the allegations involve capricious grading, discrimination, or unlawful actions will an appeal be accepted by the Dean of the college.

Arbitrary or capricious means: (a) the assignment of a course grade to a student on some basis other than performance in the course, (b) the assignment of a course grade to a student based on unreasonable standards or more exacting or demanding standards than those applied to other students in that course, or (c) the assignment of a course grade by a substantial and unreasonable departure from the instructor's initially articulated standards. If the student believes the grading is capricious, discriminatory or unlawful, the student may submit a written appeal to the dean of the college and include this completed form and all other documented materials.

If the student is not in agreement with the Dean's decision, the same appeal process should be followed to the Office of the Provost and Executive Vice President for Academic Affairs. It is the student's responsibility to pursue the appeals process and provide evidence and materials to support the allegation.

DO NOT WRITE BELOW THIS LINE