

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 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 _____ Student ID # _____

Current Mailing Address _____

Address _____ City _____ State _____ Zip _____

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

Course Prefix	Course Number	Section	Title of Course

Semester and Year _____

Name of Instructor _____

Grade assigned by instructor _____

Grade requested by student _____

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

Student's Signature: _____ **Date:** _____

PART II: TO BE COMPLETED BY THE INSTRUCTOR

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

Uphold the appeal

Decline the appeal

The basis for my decision is:

Instructor's Signature

Date

I have notified the student of this decision

PART III: TO BE COMPLETED BY CHAIRPERSON OF DEPARTMENT/ PROGRAM DIRECTOR

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

Uphold the appeal

Decline the appeal

The basis for my decision is:

Department Chair/Program Director Signature

Date

I have notified the student of this decision

PART IV: TO BE COMPLETED BY THE DEAN

If the student believes the grading was 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.

*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.

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

Uphold the appeal

Decline the appeal

The basis for my decision is:

Dean's Signature

Date

I have notified the student of this decision

