

UTA Music Department
Student Academic Grievance Form
for
Appeal of a Grade

The procedure for pursuing grievances related to grades described in the undergraduate and graduate catalogs provide that it is the obligation of the student to make a serious effort to resolve grievances concerning grades with the student's instructor. In grievances relating to grades, it is important to remember that the instructor has primary responsibility for assigning grades. Appeals of grades, therefore, will not be considered at levels above the course instructor unless the student offers evidence of discrimination, preferential treatment, or procedural irregularity. A mere disagreement with the judgment made by the instructor is not a valid basis for an appeal. Appeals must be made through appropriate channels as described in the instructions.

INSTRUCTIONS

1. Students have one (1) year from the day grades are posted to initiate a grievance concerning a grade including presenting evidence of differential treatment and/or procedural irregularities.
2. Before you may appeal a grade to the Chair of the Music Department, you must have attempted to resolve your complaint with the instructor who issued the grade.
3. Complete this entire Student Academic Grievance Form for Appeal of a Grade using additional sheets of paper if necessary. Return the completed form to the Music Department.
4. If you wish, you may set up an appointment with the Chair of the Music Department to review the grievance procedures. This is not an interview to review the details of your grievance. Your grievance will be reviewed on the basis of the paperwork that you submit, i.e., this form and any supporting materials you may submit with this form.
5. The Chair will inform you of the decision via the email address you enter on this form. If you do not find the Chair's decision acceptable, you may appeal the decision to the Dean of the College of Liberal Arts.
6. If the Chair of the Music Department is the instructor who issued the grade, the matter will be handled by the Associate Chair of the Music Department.

STUDENT INFORMATION

(Please type or print legibly)

Student's Name _____ Student I.D. _____

Major _____ Email Address _____ Telephone _____

GRIEVANCE INFORMATION

(Please type or print legibly)

1 Have you attempted to resolve this dispute with your instructor? Yes _____ No _____

(If you answered NO to the above question, please return to your instructor and try to resolve this dispute. The Chair of the Music Department cannot proceed until you have done this.)

2. The signature of your instructor is required below, testifying that you and the instructor attempted to resolve the grade dispute without success. The attempt can be a face-to-face meeting, virtual meeting, or email correspondence. This form may be scanned and sent to an instructor for signature.

Instructor's Signature _____ Date _____

3. Please provide your instructor's name. _____

4. Please provide the Course prefix, Course number, Section number, Semester and Year in which the grade occurred.

5. If you answered YES to question 1, what specific action did you request? _____

6. What was the outcome of the above request? _____

7. State specifically the grade(s) you are appealing and the action you want taken. _____

8. Explain the basis for your appeal citing factors other than disagreement with a judgment of the instructor.

Discrimination _____ Differential Treatment _____ Procedural Irregularity _____ Other (Specify) _____

Student's Signature _____ Date: _____