

COLLEGE OF ENGINEERING FORM FOR THE SUBMISSION OF GRADE APPEALS RELATED TO OFFICIAL COURSE GRADES

The deadline for filing an appeal is one month from the date that grades are posted.

The instructor of a course has the primary responsibility for the assignment of grades. A disagreement with the judgment of the instructor is not a valid basis for a grade appeal. An appeal of the official grade assigned to a student for a course will not be considered at levels above the instructor unless a student offers evidence of at least one of the following:

1. Differential Treatment
2. Grading/Procedural Irregularities.

NOTE: This is not the correct form for appeals based on acts of discrimination; such cases must be referred to the Office of Talent, Culture and Engagement (TCE). For matters other than grade appeals, students can obtain guidance and counseling from the COE Undergraduate Student OMBUDS Team:

<https://www.uta.edu/academics/schools-colleges/engineering/students/ombuds-team>

Steps for completing submission

Step 1. It is possible for a student to misunderstand the reason for a grade decision by an instructor. Consequently, an appeal will not be considered unless the student promptly contacts the instructor regarding the grievance and documents the instructor's response; documentation is normally a string of emails that will need to be copied and pasted on this form.

Note, if the instructor is unavailable, the student may proceed with the appeal process and discuss the matter with the departmental chairperson responsible for the course for which the grade is being appealed. However, unsuccessful attempts to contact the instructor must be verified.

Step 2. In the event the student and the instructor are unable to reach an agreement, or the instructor is unavailable, the student should complete this form. To complete this form, type all requested information on this form and attach the answers to questions a) through d) shown at the end of the document.

Step 3. The form (including answers to all questions), along with any supporting material that the student chooses to append, is to be submitted to the departmental chairperson or his/her designee, in electronic format.

Step 4. If additional documentation is requested from the student during any stage of review of the grade appeal, then the student will be expected to provide the requested documentation within ten business days for the appeal process to continue.

(Please include information, claims, and supporting evidence with this form.)

Last Name: _____ First Name: _____

Student ID #: _____ UTA Email: _____

Telephone: _____ Major: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Semester/Term: _____ Year: _____

Instructors Name: _____

Course Prefix, Number, and Section: _____

Signature: _____ Date: _____

It is important for the student to understand that the first action following submission of this appeal form will be to reach out to the instructor for an explanation of any misunderstanding and for verification or denial of the student's claims. Hopefully, considering the documented responses of the instructor mentioned in the instructions above, any additional time required to obtain information can be avoided. Thus, the time and effort required to reach a decision and if needed, make any necessary corrections to the student's grade, will be minimized.

As stated above, an appeal of the official grade assigned to a student for a course will not be considered at levels above the instructor unless a student offers documented evidence of either **(1) Differential Treatment and/or (2) Grading/Procedural Irregularities.**

Specify the reason for the appeal:

_____ Differential Treatment _____ Grading/Procedural Irregularities

For the appeal to be considered, the student should sign his/her initials indicating that they have read and understand the steps and instructions above. **Type Initials here:** _____

Answers to the 4 questions on the following page are to be entered into a file attached to this form. If possible, supporting information for each question is also to be copied and pasted following the response to each question.

Recall from the instructions above, disagreement with the judgment of the instructor is not a valid basis for an appeal; the only valid grounds for an appeal are either differential treatment and/or procedural/grading irregularities. Examples are provided below for assistance in expressing the basis for your appeal and understanding what is needed to support your claim. In some of these examples, note that specific details associated with the instructor's response must be included with your form (copied and pasted if possible in the appropriate location on the form).

Consider the following 'basis for an appeal' examples:

- a) **Assignments or exams for some students are graded differently than assignments for others.** Proof of the discrepancy must be submitted with specific details noted; names of other students should be redacted. The response of the instructor to this claim must be included as part of your documentation.
- b) **Some, but not all students, are allowed to submit work for extra credit.** When contacting the instructor by email, the response from the instructor should confirm and explain why some students were allowed to earn extra credit but others were not allowed if that is the case.
- c) **The grading policy in the Syllabus was not used and/or applied consistently to all students.** The specific details in the Syllabus must be noted. The response from the instructor should explain why the Syllabus was not followed consistently if that is the case.
- d) **My final grade was incorrectly computed.** The response from the instructor should explain the computation process used with any necessary explanation.
- e) **An unfair advantage is given to students violating the Honor Code.** The response from the instructor should confirm that the violation was reported to the University and that the Student Conduct & Discipline process required by the University was followed. The instructor must explain the effects of the violation, if any, on all students' grades.
- f) **There was differential treatment and/or grading associated with acts of discrimination.** The student must understand this form is not to be used for such cases and that all discrimination cases will be referred to the TCE .

Questions

1. What is the basis for your appeal?

2. What actions have been taken to resolve this dispute with your instructor?

As demonstrated in the examples of ‘basis for an appeal’, the response of the instructor must be included with your attached document as evidence of attempting to resolve this dispute with the instructor. This appeal will not be processed without attached evidence of attempting to communicate and resolve this matter with the instructor. It is likely that this evidence will be a string of emails.

3. What specific action did you request from the instructor?

Evidence that states the specific action you requested from the instructor and the outcome of your request from the instructor must be included with this appeal. It is likely that this evidence will be a string of emails.

4. What specific action(s) are you now appealing, and what remedy are you requesting?