



## PROCEDURES FOR FILING A GRADE APPEAL

The College of Liberal Arts at the University of Texas at Austin adheres to the academic policies outlined in the university *General Information Catalog* (GIC). As noted in the GIC,

“After a grade has been reported to the registrar, it may not be changed unless an error was made by the instructor.”

Yet, the college recognizes that at times students may believe that a grade has been unfairly assigned and want to appeal the grade. Students majoring in a department or program within Liberal Arts have the right to do so, though in keeping with the GIC, grade appeals in general will not be supported unless an error was made by the instructor. Students in Liberal Arts who wish to appeal a grade must follow the steps outlined below.

### **First Step-Instructor of Record**

The student must first contact the instructor of record to discuss the grade and determine whether a change in grade will be made. The instructor has the right to ask the student for additional materials, as needed, to make a decision on the appeal. If the instructor denies the appeal, the student can then move to the next step of the appeals process.

### **Second Step-Department Chair**

If the instructor of record rejects the appeal, the student then has the option of bringing the appeal to the chair of the program or department in which the course was listed. Because the appeal process at this level may vary by department, students wishing to file an appeal with a department chair should first contact the department to learn of necessary procedures. Chairs can elect to discuss the matter with the student or may appoint a delegate to discuss the appeal. The appeal process may be done in person or in writing and may require the submission of additional information, all at the discretion of the chair. If the chair decides to reject the appeal, the student then has the option of appealing to the Associate Dean for Student Affairs in the College of Liberal Arts.

### **Third Step-Associate Dean for Student Affairs**

Students wishing to appeal to the Associate Dean will be required to complete the attached form and attach supporting documentation, as listed on the form. All documents should be submitted in hard copy to the Student Division in GEB 2.200 or emailed in a single message to [colastudiv@austin.utexas.edu](mailto:colastudiv@austin.utexas.edu). The Associate Dean will review the documents and may contact the student or instructor to obtain additional information. Once the review is complete, the Associate Dean will notify the student of the decision using a Secure Academic Note (SAN). The decision of the Associate Dean is final in these matters.

For more information about Grade Disputes, please contact the Office of the Ombudsperson.



### GRADE APPEAL FORM

Name:		UT EID:
Email:		
Course Number:	Instructor:	
Course Name:		
Semester & Year Taken:	Grade Received:	Grade Requested:

Instructors have the right to judge the quality of academic work for their courses as they see fit. Consequently, the Associate Dean for Student Affairs will not consider any appeal that is made on the basis of a disagreement with an instructor over the content of an exam answer, paper, or other assignment.

Appeals are only considered by the Associate Dean when they meet one or more of the following criteria. Please indicate which of the following criteria are being used as the basis of the appeal. (check all that apply)

- Instructor violated the terms of the syllabus.
- Instructor made an error in calculating or recording a grade.
- Instructor violated a university policy when he/she gave assignments, administered exams, or assigned grades.
- Instructor applied an inconsistent grading standard across students.
- Instructor did not allow the student to complete assignments or exams missed before the student added the course.
- Instructor violated a written agreement with the student.

The following supporting documentation is required (unless otherwise noted):

- Explanation of what occurred and how the criteria checked above applies to the situation
- Correspondence from instructor and Department Chair indicating that the appeal has been denied at those levels
- Course syllabus
- Timeline of events relevant to the appeal
- Assignment or exam in question (if applicable)
- Copy of university regulation (if applicable)
- Correspondence with instructor (if applicable)
- Any other documentation supporting the appeal

I declare that the information on this form and all supporting documentation is true, correct, and complete to the best of my knowledge and belief. I also understand that purposeful misrepresentation of my situation constitutes scholastic dishonesty and may make me subject to disciplinary action through the Office of the Dean of Students.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date