

**STUDENT ACADEMIC AND GRADE
GRIEVANCE FORM**

It is the obligation of the student to make a serious effort to resolve grievances concerning grades or other academic concerns or incidents with the student's faculty member. The faculty member has the primary responsibility for assigning grades. Appeals of grades, therefore, will not be considered at levels above the faculty member unless there is evidence of discrimination, differential treatment, factual error, or violation of a relevant university policy. For an allegation of discrimination or if a grade appeal contains an allegation of discrimination, the faculty member or Department Chair must notify the student to contact the Equal Opportunity Services (EOS) office and the administrator must also contact EOS to report the student's claim. The student may simultaneously file a discrimination complaint with the EOS office. If there is a foundation for the discrimination complaint, EOS will notify the appropriate administrator to place the academic and grade grievance on hold until an investigation has been completed. Once the investigation has been completed, EOS will notify the student and the administrator of the outcome. Based upon the outcome, the academic and grade grievance review process will continue or be closed. **(See Academic and Grade Grievance Procedure in the Information Bulletin.)**

IN NO CIRCUMSTANCES WILL GRADES BE CHANGED AFTER ONE CALENDAR YEAR.

INSTRUCTIONS

- The student must first contact the faculty member and make a serious effort with the faculty member to resolve the matter. If the student is unsuccessful in resolving the matter with the faculty member, the student must complete this form and may appeal the grade or academic grievance to the Department Chair. The student may appeal the decision of the Department Chair to the Dean of the faculty member's college, and then, if an undergraduate student, to the Dean of the University College, and if a graduate student, to the Dean of the Graduate School.
- Yes No The faculty member has been contacted and a serious effort to resolve the matter has been made.
- Yes No The Department Chair has been contacted and has provided written notification of his/her decision.
- Yes No The Dean of the College has been contacted and has provided written notification of his/her decision.

PLEASE TYPE OR PRINT LEGIBLY

Student's Name	Student's ID Number	Major		
Address	City	State/Zip	Preferred Email Address	Telephone
Faculty Member's Name		Course/Section (include semester course was taken)		

- State specifically the academic concern, academic incident, or grade(s) being appealed, and the action requested.

- Explain the basis for the appeal citing factors other than disagreement with a judgment of the faculty member or administrator and provide all supporting documents. (Attach additional pages if necessary for explanation.)

Return the completed form to the Department Chair, and then, if appealing the Department Chair's decision, send the form to the Dean of the College; finally, if appealing further, send the form to the University College for undergraduate students or to the Graduate School for graduate students. Written decisions will be sent to the address shown above or emailed to the student's preferred email address.

Student's signature: _____ Date: _____

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32.