



Academic and Grade Grievance Procedures

In resolving any student grievance regarding grades, evaluations or other academically-related concern or incident regarding a faculty member, the student must first make a serious effort to resolve the matter with the faculty member with whom the grievance originated. It is University policy that individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member's judgment regarding grades and evaluations is final unless compelling evidence shows discrimination, differential treatment, factual mistake, or violation of a relevant University policy. In resolving a student grievance regarding other academically-related issues involving a faculty member, the student must follow the same process as used when grieving a grade or evaluation. If the matter is not resolved, the student may file a formal grievance, in writing, with the Department Chair. The student must file the grievance with the Department Chair within 90 calendar days from the end of the semester in which the grade was assigned or the other concern or incident occurred.

The Department Chair will communicate his or her decision to the student in and forward a copy to COE Associate Dean of Undergraduate Programs. The student may appeal the decision to the COE Associate Dean of Undergraduate Programs, and then, to the Dean of University College. Appeals to the next higher level must be submitted on the Student Academic and Grade Grievance Form and submitted within thirty (30) calendar days of the decision of the previous administrative level. The decision of the Dean of University College is final. The administrator handling the appeal at each level will notify individuals involved, including those who have already ruled on the appeal, once a decision has been rendered.

[Academic and Grade Grievance Procedure Flowchart](#)

Under no circumstances will grades be changed after one calendar year.

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 instructor. The instructor has primary responsibility for assigning grades. Appeals of grades, therefore, will not be considered at levels above the course instructor unless there is evidence of discrimination, differential treatment, factual error, or violation of a relevant university policy. (See *Academic and Grade Grievance Procedure in the Information Bulletin*.) IN NO CIRCUMSTANCES WILL GRADES BE CHANGED AFTER ONE CALENDAR YEAR.

INSTRUCTIONS

Before a grade or other academic grievance is appealed to the **College of Engineering Associate Dean of Undergraduate Programs**, attempts to resolve the complaint must be made with the faculty member and the faculty member's Department Chair. Appeals to the COE Associate Dean must be written and submitted within thirty (30) calendar days of the decision of the Department Chair.

PLEASE TYPE OR PRINT LEGIBLY

Student's Name _____ Student's ID Number _____ Major _____

Address _____ City _____ State/Zip _____ Telephone _____

Instructor's Name _____ Course/Section (include semester course was taken) _____

- Attached document stating 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 instructor or administrator and provide all supporting documents.

Student's signature: _____ email: _____ Date: _____

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Faculty member comments:

Faculty Member Signature

Date

.....
Department Chair comments:

Department Chair Signature

Date

.....
COE Associate Dean of Undergraduate Programs comments:

Associate Dean Signature

Date

Written decisions from the Associate Dean will be sent to the address shown above or to the students' preferred email address.

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. COE 10/2015