UTSA Academic and Grade Grievance Form Process

Student has concern about grade or other academic incident

Work with faculty member to resolve

- Resolved?
  - Yes: Process ends
  - No: Must submit to Department chair within 90 calendar days of the end of the semester in which the grievance occurred

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- Department Chair
  - Resolved?
    - Yes: Process ends
    - No: EOS concern?
      - Yes: Contact EOS
      - No: Notify student to contact EOS

- EOS resolution
  - Yes: Process ends
  - No: EOS resolution

- Dean of Student's College (or designee)
  - Resolved?
    - Yes: Process ends
    - No: EOS concern?
      - Yes: Contact EOS
      - No: Notify student to contact EOS

- EOS resolution
  - Yes: Process ends
  - No: EOS resolution

If appealing Dean's decision, must submit within 30 calendar days of the previous decision.

- Dean of Graduate School (or designee)
  - Graduation Student
    - Enrollment Level
      - Undergraduate
        - Sr. Vice Provost/Academic Affairs (or designee)
          - Decision Final

Decision Final