

University of Houston-Victoria
School of Education, Health Professions, and Human Development
Appeal Form

Note: This form is to be used expressly for exceptions to policy and/or procedures of the School of Education, Health Professions, and Human Development. UHV's grade appeal policies and process included on pages 2 and 3.

Return the completed appeal cover sheet, letter, and applicable documents using the contact information below.

By mail: University of Houston-Victoria School of Education, Health Professions, and Human Development.
3007 North Ben Wilson Victoria, TX 77901

By fax: 361-580-5580

Instructions:

Please complete the student portion of this form. **Attach a letter** and include all specific data, reasoning, correspondence, etc. that will explain and support your appeal. Include descriptions of any and all processes you have used to attempt to resolve the issue before filing this appeal. Return this form to the Educator Preparation Office in the School of Education, Health Professions, and Human Development.

Today's Date: _____ Relevant Semester: _____ SS# or Student ID: _____

UHV Record Name: _____ Home Number: _____

Email Address: _____ Work/Cell Number: _____

Address: _____
Street Address City, State Zip

Policy or Procedure being appealed:

Reason for requesting change or exception (Summary):

For Office Use Only

Recommendation and/or Resolution:

Approved

Disapproved

Dean, School of Education and Human Development

Date

Change of Final Grade - 2013-2014 Catalog excerpt

Final grades are not subject to change, except under the following conditions:

1. The instructor's written notification to the registrar of an error in calculating or recording a final grade. Notification is submitted through the school dean.
2. A successful student grade appeal, in accordance with procedures described in the [Student Handbook](#). (at <http://www.uhv.edu/handbook/academicappeals.aspx>)

From Student Handbook at <http://www.uhv.edu/handbook/academicappeals.aspx>

Grade Appeals

Faculty members have the qualifications, responsibility, and authority to evaluate students' performance and to assign grades. They are expected to exercise great care and objectivity, to be receptive to students' inquiries about grades assigned, and to be receptive to the advice of colleagues in instances of disputed grades. Faculty members may change a final grade, once recorded, only by timely, written notification to the Registrar, ordinarily with the approval of their Dean. Otherwise, a grade may be changed only by the chief officer or chief academic officer of the institution in accordance with duly established procedures as described below.

Informal Grade Appeal Procedure

Students who believe that a grade assigned is inaccurate or unjust should first see the instructor of the course. If students remain unsatisfied or prefer not to see the instructor, they should see the school dean. The dean may handle the case, or after consultation with the instructor, convene a divisional committee to review it. If the change of grade seems warranted, the dean will so advise the instructor.

Formal Grade Appeal

It is assumed that most grade appeals can be settled in this manner. However, students who remain unsatisfied should contact the academic school secretary to determine the appropriate administrator in the academic school who manages grade appeals (e.g., Chair, Program Coordinator, Dean, Assistant Dean, or Associate Dean). These individuals will attempt to resolve the matter informally. If not successful, they will, at the student's request, determine whether to refer the case should be referred to the Academic Council for review and advisement. The following conditions will apply:

1. The appeal must involve a terminal grade for a course or program.
2. The appeal must be for reasons other than a simple disagreement about the relative merits of the student's performance: i.e., cases to be heard by a university-wide committee should relate ordinarily to charges of arbitrary, capricious, or discriminatory treatment rather than issues of academic judgment.
3. The appeal must, in the Provost's opinion, involve a palpable issue and evidence capable of sustaining rational argument.
4. The appeal must be initiated by the end of the next long semester after the grade in question has been assigned.

Formal Grade Appeal Procedure

If the four conditions noted above are met, the student should petition the Provost in writing, specifying the action requested and explaining the basis for the request. Any documents or materials considered relevant should be cited or submitted. Upon notification of the relevant parties, the process will unfold as follows:

1. The Academic Council will examine the appeal and supporting evidence and will determine whether a hearing is needed to address the appeal.

2. If a hearing is determined to be unnecessary, the Council will deliberate and reach a judgment on the appeal.
3. If a hearing is determined to be advisable or if the student or the instructor involved requests a hearing, the Council will establish a meeting time when the relevant parties can attend.
4. The student and the instructor involved may be asked to appear separately or together, at the Council's discretion.
5. The student may bring one person to witness the hearing, but that person is not to participate unless called upon. (If the person is to be an attorney, the Provost must be informed in advance.)
6. The student may have others submit testimony in person or in writing.
7. The instructor involved may also have others submit testimony.
8. Following the hearing(s), the Council will deliberate and reach a judgment advisory to the Provost.
9. The Provost will then inform the student, instructor, and School Dean of the decision.
10. If the decision is that the grade should be changed, the instructor will be asked to change it.
11. If the instructor is unwilling to change the grade, the Provost will instruct the Office of Admissions and Records in writing that the grade change is to be made.