

Department of Mathematics Grievance/Grade Appeal

Prior to initiating the grievance process, you should first meet with your instructor to discuss the issues at hand, and make every effort to resolve the complaint there. You also have the opportunity to seek advice from the department, by requesting an appointment with the Director of Undergraduate Studies.

Name: _____ UH ID: _____

Email: _____

Course: _____
Course Name & Course# Section/Class # Instructor Name Semester/Year

Brief justification for grievance/grade appeal: _____

Desired outcome: _____

Signature: _____ Date: _____

Instructions. Please **attach** to this form a detailed narrative describing the justification for your request; this should open with a brief statement describing the problem and your desired solution. You should then carefully describe the events and facts relevant to the case. The narrative should be well-organized and ordered chronologically. Any relevant supporting materials (e.g., email chains with the instructor, course syllabus, selected test questions, etc.) should be **attached** with the critical elements highlighted. If the supporting documentation is complicated or lengthy, please include page numbers so that the relevant portions can be referenced directly as needed in the narrative. Note that appeals based on assertions rather than supporting documentation are unlikely to be successful. Submissions should be made **via email directly to the Associate Undergraduate Director** (nmleger@Central.UH.EDU); a notification of receipt of the appeal packet will be sent. This notification signals that the appeal process has officially begun, and students should not assume that review of an appeal has begun until this notice has been received from the Associate Undergraduate Director.

Process. The narrative will be reviewed by the Director and Associate Director of Undergraduate Studies. As part of the review process, these grievance documents may be provided to relevant instructors or TAs for the purpose of obtaining a written rebuttal. A small committee may be convened to review and advise on the appeal, after which the department's decision will be issued. Should the student or the faculty member wish to appeal the decision of the department, then a written appeal must be made to the NSM Dean's Office within **15 calendar days**. Please note that an appeal to change a grade must demonstrate a violation of university, college, or department academic policies or procedures* that affected the grade or evaluation. Because evaluating a student's coursework involves the faculty's professional judgment and is an integral part of the faculty's teaching responsibilities, disagreement with an instructor regarding their professional judgment is not a justifiable grievance under UH policy. In cases where such is in question, the faculty member shall be responsible for the assignment of grades.

* This includes interim procedures during emergency situations (*such as weather events, etc.*) that are deemed reasonable by the instructor and the department administration.