

**Student Grievance Committee  
The University of Texas at El Paso  
(Last Revised April 2019)**

**The following is a summary of what you must do before filing a grade complaint with the Student Grievance Committee.**

A challenge to a grade may be pursued only on the basis of:

**Malice:** The intent, without cause or reason, to commit a wrongful act that will result in harm to another.

**Bias:** An unfair act or policy stemming from prejudice.

**Arbitrariness:** Being determined by chance, whim or impulse, and not by necessity, reason, or principle.

**Negligent Determination of a Grade:** An impulsive change of mind or a sudden unpredictable action, change, or series of actions or changes.

**Impermissible Discrimination:** Not permitted- Treatment or consideration based on class or category rather than individual merit.

**You will be asked to provide evidence that supports your claim** of malice, bias, arbitrariness, negligent determination, or impermissible discrimination.

Examples of evidence include your grades along with the course syllabus and course policies that show you were not graded according to what was stated in those documents.

All grade complaints must be filed within one year after the final grade has been issued in the course. For a student who has graduated, the filing deadline is three months following the semester in which the degree was awarded.

Prior to filing a complaint you must complete the following steps:

1. Meet directly with the faculty member who issued the grade and discuss your concern.
2. If you are unable to resolve the difference, you should seek assistance from the Department Chair or other appropriate academic administrator in attempts to resolve the grading dispute

3. Please note that some colleges and/or departments have a unique set of procedures for grade appeal. You are responsible for following college and/or departmental procedures prior to filing a complaint with the Student Grievance Committee.

Once you have completed the above steps and are unable to resolve the situation, you should prepare and submit the online complaint form.