

MEMORANDUM OF ACADEMIC AFFAIRS POLICY

SECTION: GENERAL

Number: 06.A.15

AREA: ACADEMIC AFFAIRS

SUBJECT: ACADEMIC APPEALS POLICY

I. PURPOSE

Academic appeals include those appeals related to grades and academic programs or degree requirements. Specific instructions are provided below for each type of academic appeal. In all instances, the university expects that every attempt will be made initially to resolve such disputes informally through discussions by all relevant parties prior to initiating formal procedures.

II. POLICY

Grade Appeals

If a satisfactory solution cannot be reached with the instructor or the instructor cannot be contacted, the student must send a written statement detailing the grounds for the appeal to the associate dean of the college in which the grade was earned. This written request must be received by the associate dean within 45 days from the calendar date when grades are available as reported in the UHCL class schedule for that semester. The associate dean will then initiate the college procedures to review the appeal. The student will be notified in writing of the decision. The student may appeal this decision in writing to the dean within 15 working days of notification. The dean's decision is final on all grade appeals.

Appeals of Academic Program or Degree Requirements

All appeals relating to specific program requirements (e.g., residency requirements) require that students submit a written petition to the associate dean of the degree-granting college detailing the grounds for the appeal. The associate dean will respond in writing with a decision. The student may appeal this decision in writing to the dean within 15 working days of notification. The dean's decision is final.

VII. REVIEW AND RESPONSIBILITY

Responsible Parties: VICE PRESIDENT ACADEMIC AFFAIRS

Review: Every 3 years

VIII. APPROVAL

Dr. Steven Berberich *Steven Berberich*
PROVOST AND VICE PRESIDENT ACADEMIC AFFAIRS

Dr. Ira Blake *Ira K. Blake*
President

Date: 05/28/2021

IX. REVISION LOG

Revision Number	Approval Date	Description of changes
1	04/30/1997	Initial Policy
2	05/28/2021	Policy updated and placed in the standardized UHCL template.