When a student has class-related issues with her/his instructor (e.g. appeal a grade, disagreement about attendance record, interpretation of a class assignment, assigned grades, etc.), she/he should follow these steps to reach a resolution:

1. The student may talk directly to the department chair, Dr. Samuel Manickam, about the issue (make an appointment with Dr. Manickam by contacting Ms. Nancy Bouchard, Nancy.Bouchard@unt.edu), or talk with the respective instructor to resolve the issue.

2. If the issue is not resolved to the student’s satisfaction, then she/he should email a written description of the issue to Dr. Manickam (manickam@unt.edu). Dr. Manickam will also solicit a written statement from the respective instructor.

3. Dr. Manickam may meet individually with the student and instructor to resolve the issue.

4. If the student is not satisfied with the resolution, she/he should contact the Executive Dean of the College of Liberal Arts & Social Sciences to discuss this issue.

(Updated 2021)