

Academic Grievance/Appeal Procedure Form

Undergraduate/Graduate

Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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CourseTitle/Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Days/Times\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester/Year Course Taken\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Faculty Member\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As stated in the Undergraduate/Graduate Catalog, to resolve grievances regarding grading, course requirements, attendance requirements, and other academic concerns the following steps must be taken in this order.

**Step 1:** Meeting and discussion with the faculty member involved to resolve the situation in question must take place within 45 days of the last day of the semester in which the grievance takes place. At the conclusion of the meeting the faculty member will inform the student of a decision. (Please note: if this complaint takes place in the Spring Semester, it is recommended to notify the involved faculty( Step 1, by June 1st).

**Step 1: Nature of concern written by student** (use additional sheets if necessary):

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Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 1**: **Faculty member’s recommendation for resolution** (use additional sheets if necessary):

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Faculty Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 2:** 2AThe student may initiate a written appeal with the faculty member within (10) calendar days of notification of the decision of the faculty member; 2B the faculty member will respond in writing within ten (10) calendar days of the date of receipt of the written appeal. Should the faculty member fail to respond within ten (10) calendar days, the student may present his/her written appeal to the next level of review the department chairperson, within 10 calendar days.

**Step 2A: Student’s appeal to the faculty member**

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Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 2B : Faculty Member’s Response**: (use additional sheets if necessary):

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Faculty Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 3:** Written appeal to the appropriate department chairperson within ten (10) calendar days of notification of a decision pursuant to the previous step or upon failure of the faculty member to respond within the prescribed ten (10) calendar days.

**Step 3: Student’s Appeal to the Department Chairperson (use additional sheets if necessary):**

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Chairperson’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 4**: Written appeal to the appropriate Academic Dean within ten (10) days of notification of a decision pursuant to the previous step. The appropriate Dean shall provide the student with a written decision within ten (10) calendar days of receipt of the appeal from Step 3.

**Step 4: Student written Appeal to the Academic Dean** (use additional sheets as necessary):

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Academic Dean’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 5:** Written appeal to the University Senate Student Affairs Committee within ten (10) calendar days of notification of a decision pursuant to the previous step 4.

**Step 5: Written appeal by the student to the University Senate Student Affairs Committee.** (Use additional sheets as necessary):

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