

5. A standing CLAE Academic Grievance Committee composed of faculty, administration, and 2 students will review all formal submissions in the case and may meet with the student and faculty member to review relevant issues. The committee may hold a grievance hearing. There may be a separate meeting with the student and faculty member, unless both parties agree to a joint meeting.

6. The Committee will prepare a written recommendation, which shall be regarded as the **final resolution** of the matter within the college². The written Committee recommendation must be submitted to the Dean within **thirty (30) days** of receiving the student and the faculty member within **fifteen (15) days** of the conclusion of the hearing(s). This recommendation will be communicated by letter the

Notes

¹If the Department Chair is grieved and the department does not have a procedure in place for reviewing grievances against the chair, the Dean selects a faculty member (designate) for the Department.

²Accountability and contractual responsibility for academic evaluation, the Grievance Committee may recommend but cannot compel a change of grade.

Reference

American Association of University Professors (1995). Policy Documents and Reports. Washington, DC: AAUP.



College of Liberal Arts & Education Academic Grievance Petition Form

Grade Grievance Overview

In some instances, a student may believe that the final grade received in a particular course is unjustified. In such cases the student may choose to appeal the grade received. In the College of Liberal Arts & Education, students are advised to consult with the instructor concerned prior to beginning the appeals process. All appeals must be filed in a timely manner, within 30 days after the final grade is issued.

Student Name _____

Student Number _____

Address _____

Home phone number _____ **Alternate phone** _____

Email address: _____ **Date** _____



College of Liberal Arts & Education Academic Grievance Process Checklist

| Step | Date | Responsible Party |
|--|------|-------------------|
| | | |
| <input type="checkbox"/> Step 1. Meeting with faculty member | | Student |
| | | |