





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 college<sup>2</sup>. 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

<sup>1</sup>If 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.

<sup>2</sup>Accountability 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