



## College of Liberal Arts & Education Academic Grievance Policy Procedure and Petition

The moral center of a university is the relationship between teacher and student. The expertise of each faculty member is evaluated by peers in his or her discipline and that peer review forms the basis of the faculty member's moral authority to assign grades. It is the responsibility of the university to protect the integrity of this academic evaluation process. At the same time, the University recognizes its responsibility to protect and promote student rights and freedoms in the classroom:

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

### A. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

### B. Protection Against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled (AAUP, 1995; p. 228).

It is the policy of the College of Liberal Arts & Education that instructors are solely responsible for assessing and evaluating student work. Instructors have the authority to create grading criteria. Nevertheless, students have the right to appeal faculty decisions where they believe they find evidence of capricious academic evaluation.



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 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. The written Committee recommendation must be submitted to the Dean within thirty (30) days of receipt.



# 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 \_\_\_\_\_

| Course | Instructor | Term | Grade |
|--------|------------|------|-------|
|        |            |      |       |

Before beginning the official grievance process, attempt to meet with the faculty member or program director/chair.

Date of meeting with faculty member or director/chair: \_\_\_\_\_

The CLAE Academic Grievance Policy describes the steps in a grievance process for an academic evaluation. Please read the policy carefully before proceeding. To initiate a grievance, file 2 copies of this petition form and the necessary documentation with the

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progress of the grievance.

For a course grade grievance, the documentation should include:

- Cover Letter including description of why/how the grade being grieved
- Course Syllabus
- Copies of examinations and/or materials graded
- Copies of correspondence with the instructor

For other academic evaluation, the documentation should include:

- Relevant information or descriptors from the program manual
- Copies of materials graded
- Copies of correspondence with the instructor

Please Sign: Student Signature \_\_\_\_\_



## College of Liberal Arts & Education Academic Grievance Process Checklist

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