

## STUDENT ACADEMIC GRIEVANCE PROCEDURES

A matter relating to academic evaluation and/or misconduct is the responsibility of the department in question and the Office of the Dean. Every effort should be made to resolve academic problems quickly and at the level where they occur.

Grades are open for appeal only on procedural grounds and not on substantive grounds.

Sanctions for academic dishonesty available to an instructor include:

Assigning a failing grade, or zero, for a paper or exam;

Assigning a failing grade for a course (The instructor shall assign an "incomplete" in lieu of a letter grade pending adjudication and final resolution of the complaint.);

Recommending that a student be dropped from a program; and

Recommending that a student be suspended from the University.

Matters regarding instructor–student evaluation and academic misconduct that have not been resolved between the persons directly involved shall be adjudicated in the following manner:

1. An individual who has reason to make a complaint shall file the complaint in writing with the Department Chair of the department in which the incident occurs.
  - a. The matter should relate directly to a course in which the student is or has been registered.
  - b. The complaint must be in sufficient detail that a proper

response can be prepared.

c. The complaint must be received by the Department Chair within 30 days of the occurrence of the incident. If the complaint involves a course grade, the 30 days shall begin with the date of mailing of the grade by the University.

1 The Department Chair shall make a copy of the complaint available to the other party involved who shall respond within 15 days.

2 The Department Chair shall then, within 7 working days of receipt of the response to the complaint, make a decision in the matter and transmit his/her decision to both parties along with notification of appellate procedures. A copy shall also be sent to the appropriate Dean. Failure of either party to respond through appellate channels within 10 working days shall be interpreted as acceptance of the decision and to its implementation by the appropriate office.

3 Should either party be dissatisfied with the decision of the Department Chair, an appeal may be made to the Dean of the College.

4 The appeal to the Dean must be in writing, be submitted within 30 working days of the receipt of the decision by the Department Chair, and must specify:

- a) the original charges,
- b) action or actions being appealed, and
- c) grounds for appeal.

6. The Dean will offer to meet the grievant within ten days of receiving the appeal. If no agreement is reached at this meeting, the appellant, after consultation with the Dean, shall select one of the following procedures for adjudication:

- a) Administrative: The Dean, or his or her designee, shall review the matter with all parties involved and make a decision within 30 days.
- b) Panel: The Dean shall notify the Personnel Committee, and request that the committee appoint a five-member panel consisting of 3 faculty members and 2 students to review the matter and make a decision within 30 days. Hearings may be held in absentia when a charged student fails to appear. The panel can decide to leave unchanged the original decision, or can suggest an academic remedy for the student. A decision shall be reached by majority vote. The panel does not have the power to, and shall not, recommend any punitive action be taken against the faculty member. Written records of the proceedings shall be kept and placed in the student's file in the Dean's Office.

1 When a decision is reached by one of the above methods, the Dean shall notify all parties of the decision. A copy of the decision shall be filed with the student's records in the College and a copy sent to the Dean of the Graduate School, if the matter involves a graduate student. A copy of all decisions and any records to be preserved shall be forwarded to the Vice Chancellor for Student Affairs for confidential safekeeping with the student's permanent records.

2 Any appeals involving graduate students from action or actions taken at the level of the Academic Dean shall be made to the Dean of the Graduate School. A written request must be submitted within 30 calendar days after the aggrieved has received the final decision of the Academic Dean.

3 Any appeals involving undergraduate students from action or actions taken at the level of the Academic Dean shall be made to the Vice Chancellor for Academic Affairs and Provost. The Statutes of the Board of Trustees provide that suspension of a student from the University for academic or non-academic reasons is the responsibility of the Chancellor.

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