



College of Business Administration 6 RFLDO 6 FLH  
Academic Grievance Policy, Procedure, and Petition

2. The assignment of a grade or evaluation to a particular student by resort to more exacting or demanding standards than were applied to other students in a course or program;
3. The assignment of a grade or evaluation by a substantial departure from the

When charges such as these arise, discussion and investigation can bring out the facts to the attention of the student and the faculty member involved. The student must present clear and substantive evidence of capricious evaluation. The following guidelines serve to advise students, faculty, and administration as to the grade grievance procedure.

## Steps in the Grade Grievance Procedure

A student who disputes an assigned grade must follow the listed procedures in order.

The student must discuss the grievance with the faculty member involved. Every effort should be made to resolve the disagreement with the faculty member. The student may seek advice and counsel from the academic advisor or another faculty member about how to approach this discussion.

If no agreement can be reached, the student must obtain the Academic Grievance Petition Form and, following its instructions, file two copies of written grievance within 30 days of the beginning of the Fall or Winter term following the term in which the disputed grade was awarded. This written grievance should include the reasons for the grievance as well as a description of the outcome from Step 1, including all appropriate documentation. The written grievance must be delivered to the office of the College Registrar.

The Registrar will transfer the grievance to the appropriate Department Chair, or designate. The Chair/designate will attempt to facilitate a resolution between the instructor and the student. The Chair will request a written response from the faculty member upon giving the faculty member a complete copy of the grievance materials submitted by the student. Investigation by the department chair typically would entail meeting with the student and with the instructor to review the circumstances and/or materials submitted by the student and the faculty member. Within thirty (30) days of the date the grievance is submitted to the Chair/designate, the student must be notified in writing of the decision. If the student is not satisfied with the decision, the student may request an appeal to the Academic Grievance Committee.

The student may request an appeal to the Academic Grievance Committee. To appeal, the student must submit a written appeal to the Chair/designate within 10 days of the date the student is notified of the decision.



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