



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



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