

School of the Environment-ACADEMIC GRIEVANCE

Academic Grievances

The purpose of an academic grievance is to give students a fair review and an opportunity to be heard. Students are normally expected to follow the procedures established by the college, school and/or academic unit in which they are pursuing a course of study; however, academic grievances regarding a course grade must be filed with the college, school and/or academic unit in which the course is offered.

Each college, school and/or academic unit within the University has internal procedures for addressing student grievances pertaining to academic matters. Academic grievance procedures are available in the Office of the Dean of the respective college or school, and in the office of the appropriate officer in charge of an academic unit.

(Content below taken from School of the Environment (SOE) Student Handbook)

The Academic Grievance Committee will adjudicate Academic Grievance cases. Academic grievance cases shall be adjudicated as described in The Fang. The relevant section basically states that the SOE must develop a procedure for adjudicating academic grievance cases. An academic grievance is defined here to be a case in which a student has a grievance against how a course is being presented or about the grading of course work.

Academic grievance cases will be adjudicated in the same manner in which academic dishonesty cases are adjudicated. The difference is that in the case of academic grievance the *accuser* is a student and the *accused* is the course instructor.

The Academic Grievance Committee will adjudicate academic grievance cases. The committee will consist of three faculty members and two students from the School of the Environment. The student members will be nominated by the Academic Committee and approved by the Dean of SOE. The faculty members on the committee will be nominated by the SOE Academic Committee and approved by the dean. The student members will be appointed at the beginning of each semester or summer term. The term of service of the student members shall be one semester or summer term. The term of service of the faculty members shall be one year. There is no limit on the number of times that a student may be appointed to the committee. A quorum for the committee shall be two faculty members and one student. Decisions shall be determined by a majority vote. The Chairperson of the Academic Grievance Committee shall be a faculty member of the committee. The committee will elect one member for Chairperson. The Dean of SOE must approve the elected Chairperson.

Academic Grievances Procedures

The steps in the academic grievance process are:

1. The student must provide proof to the Dean of the School of the Environment that he or she has met with the faculty member and was not successful in resolving the problem.
2. The student then meets with the Dean of the School of the Environment and presents the issue. The Dean has the responsibility of meeting with the faculty member and the student to determine the facts. The Dean will try to mediate the issue; if not resolved, the student should file a written grievance.

3. The student should complete the School of Environment “**Student Grievance Form**” with supporting documentation and submit to the Chair of the SOE Grievance Committee or SOE’s Dean’s Office. The Grievance Committee will conduct due diligence and render a decision to the student, Dean, Academic Committee and faculty member.
4. The undergraduate student has one final appeal to the Provost and Vice President for Academic Affairs. This should be in the form of a letter. The graduate student can appeal to the Dean of Graduate Students in the form of a written letter before the final appeal to the Provost and Vice President for Academic Affairs in the form of a written letter.