SCHOOL OF BUSINESS & INDUSTRY

Academic Grievances Procedures

Students may grieve grades if they can provide proof of miscalculation, omission, or other actions posing a negative impact on grade received. The process is as follows:

ACADEMIC GRIEVANCE PROCEDURES

The steps in the Academic Grievance process are:

1. The student must provide proof 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 Chair of the faculty member's department and presents the issue. The Chair has the responsibility of meeting with the faculty member and the student to determine the facts. The Chair has 15 days to render a decision to the student and faculty member.

3. If the student does not agree with the findings of the Chair, the student then meets with the Associate Dean of Academics and presents the issue. The Associate Dean of Academics has the responsibility of meeting with the Chair and/or faculty member and the student to determine the facts. The Associate Dean of Academics has 15 days to render a decision to the student, Chair, and faculty member.

4. If the student does not agree with the findings of the Associate Dean of Academics, the student may then appeal the decision to the SBI Dean. The Dean has 15 days to review the request and render a decision to the student, Associate Dean, Chair, and faculty member.

5. After the decision of the Dean, the student has an additional recourse of filing a written grievance by submitting a completed Academic Grievance Form and supporting documentation with the SBI Grievance and Student Behavior Committee. The Grievance Committee has 30 days to conduct due diligence and render a decision to the student, Dean, Associate Dean of Academics, Chair, and faculty member.

6. 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.

All academic grievances must be submitted the semester following the semester in which the disputed grade occurred.

Adopted May 2009
Updated April 2012 per Graduate Student Policy
SCHOOL OF BUSINESS & INDUSTRY
STUDENT GRIEVANCE PROCEDURE

ATTACHMENT A

(Must be legible – Please use Black/Blue Ink or Type)

Name: _________________________ Student # _______________

Street or P.O. Box Address _______________________________________

City, State, and Zip Code ________________________________________

Phone # ______________________

1. Have you met with the involved faculty member through personal conference prior to initiating this procedure?

2. Explain in detail the nature of the complaint or grievance (Use attachments if necessary):

3. Evidence or Corroboration of your account of the grievance (Use attachments if necessary):

4. Indicate the action you desire to be taken in the resolution of this grievance (the more specific the better):

Signed: _____________________________ Date: _________________

Student’s Signature