

ACADEMIC INFORMATION

ACADEMIC APPEALS

Student academic appeals are handled according to the following guidelines:

1. Each department shall develop its own formula for dealing with student grievances of an academic nature. Such policy should be in writing in the departmental office and available to students.
2. A student who wishes to appeal a decision of a faculty member or staff member of a department should ask for a review by that person within 60 days of the originating event unless the departmental procedures specifically give more time than this. The person is expected to give the student a response within 30 days. If the person is unavailable, if a response is not made within 30 days, or if the student is unsatisfied with the response then the student should inform the department head of the appeal. For an appeal of a course grade the originating event shall be considered to be the posting of the grade to the university record.
3. A student wishing to appeal a decision to the department head must do so within 120 days of the originating event unless the departmental procedures specifically give more time. The department head will review as specified by the departmental grievance procedures.
4. A student who is unsatisfied with the outcome of the departmental grievance process may appeal to the dean of the college. This must be within 30 days of the notification of the departmental decision. The dean will review the appeal and render a decision. The dean may require that the appeal be in writing.
5. A student unsatisfied with the decision of the dean may appeal in writing to the Provost and Vice President for Academic Affairs within 30 days of notification of the decision of the college. The Vice President for Academic Affairs may decide that no further review is justified, may render a decision upon review, or may appoint a five-member committee to consider the appeal. The committee will consist of a faculty member from outside the involved department as chair, two other faculty members, and two student members. After hearing both sides of the grievance, the committee shall render an opinion to the Vice President for Academic Affairs, who shall render the final judgment.