

Academic Grievance

The University of Toledo Policy on Academic Grievance:

3364-71-05 Academic Grievance

If a student feels that there has been some problem or grievance in a course, that student needs to follow the college policy for determining student grievances:

Student must meet with the Instructor first to discuss the problem. The exceptions to this first step involve sexual or other forms of harassment.

Meet with the Department Chair if the student is unable to settle the grievance with the Instructor.

Meet with the Associate Dean of the College of Natural Sciences and Mathematics if the meeting with the Department Chair did not settle the grievance. The Associate Dean will discuss the problem with the student and seek information from the Department Chair and the instructor before making recommendations to resolve the grievance.

Petition the NSM Council Committee on Academic Grievance if no resolution has been reached in the previous meetings. The petition the student presents must be written and contain a detailed statement of the reasons for the grievance.

Appeal to the University Student Grievance Council as final step if no resolution has been reached in the previous steps. The University Student Grievance Council stipulates the timeline for the grievance process. A grievance petition must be filed with the chair of the student grievance council no later than the last day of classes in the next semester.

Each college grievance step is allowed 15 workdays (three calendar weeks excluding holidays), which include 10 workdays (two calendar weeks excluding holidays) for replies to inquiry from previous steps. If these deadlines are not met by any of the individual steps, resolution at that step will be considered unsatisfactory and the student is allowed to proceed to the next step in the grievance process.

College of Natural Sciences and Mathematics

Student Academic Grievance Request Form

This form is required to initiate an academic grievance in accordance with the student's right to due process as indicated in **The University of Toledo Policy on Academic Grievance Policy #3364-71-05** and the **NSM Policies and Procedures**. This form is to be submitted to the instructor of record and a copy to the Department Chair within 5 class days of your knowledge of being charged with an academic conduct violation or being informed of a grade you wish to protest.

Name: _____ Rocket Number: _____

Signature: _____

Email: _____ Phone Number: _____

Date of Occurrence: _____ Date Form Submitted: _____

Course and Section Number: _____ Semester: _____

Instructor Name: _____

Type of Grievance: Academic Conduct Violation Grade

Have you discussed this matter with your instructor? YES NO

If YES, provide the date of discussion: _____

If NO, did the instructor of record comply with your request? YES NO

(If NO, please attach any relevant correspondence as evidence.)

Attach a signed request which states the nature of your grievance and your requested remedy and any additional documentation relevant to this discourse. Each step will provide a decision.

NOTE: If the decision provided at any step is not to your satisfaction, you will need to formally request the next step of review within 5 class days of receiving the decision.

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Please provide a formal signed response to this request within the time allowed. Attach your response to this form and provide the student with your response. Retain a copy and forward to the next step if requested by the student.

Instructor Print Name: _____ Signature _____

 Date received: _____ Date Forwarded: _____

Department Chair Print Name: _____ Signature _____

 Date received: _____ Date Forwarded: _____

NSM Associate Dean Print Name: _____ Signature _____

 Date received: _____ Date Forwarded: _____

NSM Grievance Chair Print Name: _____ Signature _____

 Date received: _____ Date Forwarded: _____