



The University of Toledo - Main Campus Policy

IV-8 Academic Grievance Procedure

- A. To initiate resolution of an academic grievance, the student shall discuss the problem with the faculty member who the student believes has taken improper action. If resolution is not achieved, the student shall discuss the problem with the chairperson of the faculty member's department. If resolution is still not achieved, the student may, if the student wishes, seek informal counsel from the president of Student Government and shall then discuss the problem with the dean of the college or the college representative responsible for dealing with student academic grievances. If resolution is not achieved at the college level, the student shall file a grievance petition with the chair of the Student Grievance Council, as described in B.

The student should discuss the student's grievance with the faculty member promptly, unless the student is enrolled in the faculty member's course and believes it prudent to approach the faculty member only after receiving a course grade. In any case, if the occasion for grievance occurs during the fall or winter semesters, 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; if the occasion for grievance occurs during the spring semester, a grievance petition must be filed no later than the last day of classes in the final summer session; if the occasion for grievance occurs during a summer session, a grievance petition must be filed not later than the last day of classes in the fall semester.

If either the student or the faculty member is nonresident at the University during the semester in which a grievance petition must be filed and initial discussion between them is thus impossible, the student shall transmit a written statement of the grievance to the faculty member, either directly or through the chair of the faculty member's department. Such written statement shall have the same form as the grievance petition described in B and be subject to the same deadlines.

To protect the faculty member and the student, it is crucial that tests, papers, and other such materials (which were evaluated and were considered in arriving at the final grade but have not been returned to the student) be available for inspection by the student and by other persons (i.e., the department chair, the college dean or a representative, and the Student Grievance Council) involved in the grievance procedure. These materials should remain available for inspection until the last day of

classes of the semester following the one in which the alleged grievance has occurred. Exceptions should be made for spring and summer semesters as provided for above.

It is of course understood that all written materials submitted by the student in the course should be graded and made available to the student for inspection within a reasonable amount of time following their submission.

Since student evaluation includes the process by which a final grade is determined as well as the grades assigned to individual projects, a procedure similar to the one which applies to written materials submitted by the student should apply to calculations that enter into the determination of a final grade. Presumably the grade book or its equivalent is a permanent record kept by the faculty member and filed in the department office when the faculty member leaves the University. This permanent record, however, does not necessarily make clear the nature of the process by which the final grade is determined. It is therefore necessary for the faculty member to be able to explain this process, should the process by which a grade was assigned be the subject of a grievance.

- B. An aggrieved student shall prepare, alone or with assistance from the president of Student Government, a written grievance petition with the student's name and Social Security number, specifying the action which the student believes to have been improper, the instructor, the course number, section, and semester, and any other information needed to explain the circumstances. The petition may be obtained from the chair of the Student Grievance Council. The petition shall be dated and signed by the student and sent, either directly or through the president of Student Government, to the chair of the Student Grievance Council. The petition may be supplemented by other documents and/or personal testimony.
- C. The chair of the Student Grievance Council shall supply copies of the grievance petition to members of the Council, the faculty member whose action the student has questioned, the chair of the faculty member's department, and the dean of the college. Any member of the Council who has a conflict of interest in a particular case shall be disqualified from Council deliberations and action on that case. The Faculty Senate has provided for the selection of an alternate faculty member and an alternate student member to serve in the absence of regular members.
- D. The Council shall request the faculty member to reply to the Council within a ten-school-day period with a written statement concerning the action referred to in the grievance petition. The statement may be supplemented by other documents and/or personal testimony. If the grievance refers to a course grade, the instructor should explain the components of the evaluation and their relative weight, supplying evidence such as papers and examinations if possible.
- E. After an initial meeting to review the information presented, the Student Grievance Council may ask the faculty member and/or the student to meet with the Council for a confidential hearing. The Council may request testimony of other faculty and

students. The chairperson of the Student Grievance Council will arrange for such hearings. At the conclusion of the Council's deliberation, the Council shall make a formal recommendation, copies of which shall be sent to the student who filed the grievance, the faculty member, the chairperson of the faculty member's department, and the dean of the college.

- F. If the Council's recommendation includes a request for action by the faculty member, the faculty member shall, within a ten-school-day period, inform the Student Grievance Council in writing of his response to that request. The chair of the Council shall forward copies of the faculty member's response to each of the persons listed in E. above. If the faculty member does not implement the recommendation of the Student Grievance Council, the chair shall direct the Senior Vice President for Academic Affairs to do so.

Adopted by UT Board of Trustees, February 10, 1999