**PETITION FOR ACADEMIC GRIEVANCE**

**College of Health and Human Services**

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| --- | --- |
| Student's Name | Date |
| Address |  |
| Social Security Number / Rocket ID: | Telephone NumbersLocalPermanent |
| Course Number/Name | Term |
| Instructor | Grade Received |
| I have met with the student and am unable to resolve the student's grievance. Professor's Signature: Date |
| Departmental RecommendationChair's Signature: Date |
| Reason for Appeal/Desired Outcome - Attach a type written description of the grievance and the desired outcome. Be very specific. Cite the specific problem and back it up with evidence.Student's Signature: Date |
| College RecommendationAssociate Dean's Signature: DatePetition for Academic Grievance/CHSHS/Rev. Spring 2008 |

**College of Health and Human Services**

**Academic Grievance**

Students have the responsibility and right to call to the attention of a professor any course grade that the student believes to be in error. The college grievance procedure must be initiated within 60 days of the posting of the final grade. Academic grievances must follow the procedure described below.

1. The student meets with the professor to attempt to resolve the issue.
2. If Step 1 does not resolve the issue, the student must discuss the issue with the department chairperson of the faculty member who issued the grade. The chairperson attempts to resolve the issue, but may not unilaterally change the grade.
3. If Step 2 does not resolve the issue, the student appeal will be forwarded to the appropriate Associate Dean of the College. The College's Petition for Academic Grievance should be used for this purpose. The student must state the reasons for the appeal and the desired outcome. The student must meet with the Associate Dean to review and discuss the issue. The Associate Dean will attempt to resolve the issue by meeting with the appropriate faculty member, but he/she may not unilaterally change the grade.
4. If the student wishes to continue the appeal, he/she must forward the appropriate information relative to the issue to the Student Grievance Council. Information on tins process may be found in The University of Toledo's Student Handbook.

**Note:** If the grievance occurs during the fall or summer semester, 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 grievance occurs during the spring semester, a grievance petition must be filed with the chair of the Student Grievance Council no later than the last day of classes in the final summer session.