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| Name of Policy: <u>Graduate student academic grievance</u> | |  Original effective date: June 11, 2012 | |
| Policy Number: 3364- 77-02 | | | |
| Approving Officer: President | | | |
| Responsible Agent: Vice-Provost for Graduate Affairs and Dean, College of Graduate Studies; Provost and Executive Vice President for Academic Affairs and Chancellor and Executive Vice President for Biosciences and Health Affairs/Dean of the College of Medicine | | | |
| Scope: Graduate students | | | |
| <input type="checkbox"/> | New policy proposal | <input type="checkbox"/> | Minor/technical revision of existing policy |
| X | Major revision of existing policy | <input type="checkbox"/> | Reaffirmation of existing policy |

(A) Policy statement

This policy supersedes and replaces all previous policies on graduate student grievance and grade appeals.

The graduate student grievance policy covers appeals in which a graduate student disputes (grieves) a particular grade. Appeals dealing with academic dishonesty, including, but not limited to, cheating and plagiarism, are explicitly exempt from this process and shall be dealt with under the procedures outlined in the Graduate academic dishonesty appeal policy (3364-77-01).

(B) Purpose of the policy

The purpose of the policy is to provide graduate students and their colleges with the procedures to follow to grieve a particular grade after appeals within their respective college are exhausted. This policy grants the graduate student the right to appeal in writing to the Dean of the College of Graduate Studies for further and final consideration of the student's appeal.

(C) Scope

Graduate student grade appeal to the College of Graduate Studies.

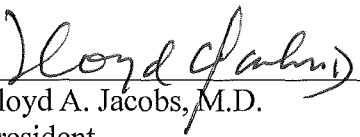
(D) Procedure

The procedures to be used to arrive at a resolution of the grievance are set by the student's college, and these procedures should be followed as the first steps in the appeal process. After appeals within the college are exhausted, the graduate student may appeal in writing to the Dean

of the College of Graduate Studies.

- (1) The academic grade appeal must be initiated within the semester following receipt of the contested grade.
- (2) Each academic college has established procedures governing grade appeal and grievance. Graduate students should become familiar with these procedures and must follow their respective formats and timelines. Any student questions on the processes and document needs for these initial steps (e.g. the steps usually start with an appeal to the course instructor, then an appeal to the department chair and finally with the college dean) should be addressed to the individual program director and dean's office of the college.
- (3) If the student wishes to grieve the decision of the college, the student may file a written appeal to the Dean of the College of Graduate Studies.
 - (a) This appeal must include a statement of the specific grounds for appeal and must be accompanied by the written explanations of decisions made at all previous levels of review.
 - (b) The Dean of the College of Graduate Studies shall attempt to resolve the case by meeting or otherwise communicating with both the student and the college.
 - (c) If a resolution is not achieved, the Dean of the College of Graduate Studies shall call the Committee on Academic Standing into session to hear the appeal no later than thirty (30) working days (Mondays through Fridays, not counting holidays and school breaks) after receipt of the written appeal. A quorum of one-half of Committee members must be present to hear the appeal. Any member of the Committee who has first-hand knowledge of the alleged violation will be excused from the hearing panel.
- (4) The student shall be given a minimum of seven (7) working days written notice of the date, time and place of the hearing. He or she is entitled to have counsel present for advisory purposes only. The student will present the appeal and shall have the burden of establishing that the grade decision is incorrect. He or she may call witnesses on their behalf and may question witnesses of the University. Any legal counsel does not have a speaking role in the proceedings. Likewise, the faculty member who is presenting the Charge may question witnesses testifying on the student's behalf. The Committee may question any witness and request relevant documentation, which is not otherwise provided.
- (5) At the conclusion of the hearing or within fourteen (14) working days thereafter, the Committee shall issue its decision and state the grounds therefore. Both the student and the faculty member shall receive a copy of the decision, and a copy shall be formally communicated to the Dean of the College of Graduate Studies.

- (6) Procedural Error: If either the student or involved professor believes the Committee decision resulted from a procedural error, the student or professor may appeal, in writing to the Dean of the College of Graduate Studies within ten (10) working days of receiving the Committee's decision. If an appeal is timely presented to the Dean of the College of Graduate Studies, the Dean shall review all documentation and proceedings from the prior hearing solely for procedural error and either:
- (a) dismiss this final appeal on the grounds that no procedural error occurred, or
 - (b) remand the decision to the Committee for the purpose of obtaining further relevant evidence and for confirmation or reversal of its original decision, or
 - (c) instruct Graduate Council to impanel a new Committee on Academic Standing to adjudicate the case.
- (7) If no appeal is made, the decision of the Committee on Academic Standing shall be final and will be implemented by the Dean of the College of Graduate Studies. The Dean of the College of Graduate Studies shall notify the student and the college in which the alleged violation occurred within fourteen (14) working days of receiving the final decision.

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| <p>Approved by:</p> <p> _____ Lloyd A. Jacobs, M.D. President</p> <p><u>June 11, 2012</u> _____ Date</p> <p><i>Review/Revision Completed by:</i> Vice-Provost for Graduate Affairs and Dean, College of Graduate Studies</p> | <p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>IV-9 Grade Appeal Procedure for Graduate Students, former Main Campus policy, previous effective date February 10, 1999</i> <p>Initial effective date: June 11, 2012 Review/Revision Date: Next review date: June 11, 2015</p> |
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