



## UNIVERSITY COLLEGE ACADEMIC GRIEVANCE PROCEDURE

The University College course academic grievance procedure outlines the steps to be taken at the college level to execute the UT Academic Grievance Policy. Academic grievances must be based on a violation of a university rule, policy, or established practice. This procedure is to be used to grieve charges of academic dishonesty that the student believes to be false or to grieve a final course grade that the student believes has been unfairly or erroneously assigned in classes offered by University College.

If at any step of the college procedure, the student decides to drop the grievance, the grievance will be considered denied. If at any step of the procedure the instructor decides to grant the grievance, the grievance will be considered granted. If at any step of the procedure the student agrees to a settlement that is satisfactory to the instructor, the grievance will be considered settled.

### **STEP 1:**

The student discusses the problem with the faculty member whom the student believes has taken improper action. This discussion should be initiated within fifteen days of the student becoming aware of a charge of academic dishonesty. If the grievance concerns a final course grade, the discussion should be initiated by the end of the add/drop period of the following semester. *Students should note the date of the meeting with the faculty member.*

### **STEP 2:**

If a resolution is not reached, the student will complete the [University College Academic Grievance Form](#) within ten business days after meeting with the faculty member. The student must complete all information requested on the grievance form and submit to the Department Chair, at which time they can request to meet with him/her. This meeting should take place within ten business days, or a specific explanation will be provided for the delay. If a resolution is not reached, the Dept. Chair will provide a report documenting his/her findings of fact, conclusions and recommendations to that representative within ten business days after meeting with the student.

### **STEP 3: (Optional)**

if the student wishes, the student may seek informal counsel from the President of Student Government.

### **STEP 4:**

IF the issue is not resolved at the Dept. Chair level, the student discusses the issue with the Dean

of the college, or the individual designated by the Dean as the responsible college representative. The Dean's recommendation(s) will then be related to the student within ten business days of that meeting.

**STEP 5:**

If after evaluating the grievance form, the Chair's report, and meeting with the student, a resolution is not reached at the Dean's level, the student should file a petition for academic grievance with the chair of the Student Grievance Council (Step 5 in The University of Toledo Undergraduate Academic Grievance procedure). Please refer to the [UT Academic Grievance Policy](#) for full details.