

**UAR NUMBER:** 112.01

**TITLE:** Academic Grievance Procedure

**ORIGINATOR:** Vice President for Academic Affairs

**INITIAL ADOPTION:** 04/28/1992

**REVISION DATES:**

**PURPOSE:** To outline procedures which allow a student to file an academic grievance.

**PROCEDURAL REFERENCES:**

Other - Student Academic Grievances

**SCOPE (Who is covered by this UAR?):** Morehead State University students.

**DESCRIPTIONS:**

Policy: Grounds for filing an academic appeal include:

1. Alleged prejudice on the part of the instructor which impacts the student's grade.
2. Alleged failure to follow the final grading procedure established in the course syllabus.
3. Alleged erroneous application of established grading procedures on individual assignments.
4. Alleged abuse of academic freedom in teaching methods and course requirements.

Step 1 It is recommended the student discuss any complaint with the person involved. If the complaint is not resolved at the instructor level, or if the student feels it is not practical to contact the instructor the student may present the complaint to the chair of the department to which the instructor is assigned. If the complaint involves a final grade, the student must take the complaint to the faculty member within the first two weeks of the beginning of the following semester. If the student is not enrolled the subsequent semester, a letter of inquiry should be mailed to the instructor and the instructor's department chair within the first two weeks of the beginning of the following semester. Upon receipt of the response from the instructor, the student has 30 days to file a formal complaint.

Step 2 Prior to any action by the department chair, the student will be required to complete a Student Grievance Form. The form is available in the Office of the Vice President for Academic Affairs and should be completed and returned to the chair of the department involved. Upon receipt of the Student Grievance Form, the department chair will request from the instructor a response in writing, addressing the questions raised by the student. Within one week after the written grievance is filed in the department chair's office, a meeting will be arranged. The instructor, the student filing the grievance, the department chair, and the dean of the responsible college will be in attendance. The student may have his or her academic advisor or a faculty member of the student's choice present. It will be the purpose of the department chair and the respective college dean to review the grievance and attempt to mediate a settlement. The department chair's and the college dean's recommended solution is to be considered by both the faculty member and the

student as a recommendation and not as a decision that is binding. Records of this meeting, including recommendations by the department chair and college dean, will be sent to the Vice President for Academic Affairs and to all parties concerned.

Step 3 If the recommendations presented by the department chair and the college dean are not acceptable to the student, he or she may appeal to the Academic Appeals Committee. The student must petition a hearing before this committee within one week following the meeting with the college dean and the department chair. Requests are to be in writing and made to the Vice President for Academic Affairs. If the procedure has been followed, the Vice President will submit to the chair of the committee records of all action to date. Within two weeks following the application of appeal, the committee will meet and review data and previous recommendations. The committee may request additional information and/or the parties involved to appear before the committee. The committee's decision will be sent to the Vice President for Academic Affairs, with a copy being sent as a matter of record to the student, faculty member, department chair, and the faculty member's college dean. The Vice President for Academic Affairs is responsible for enforcing the committee's decision. The committee's decision is final.

Step 4 It is understood that anyone may appeal to the President of the university when due process has been violated or when individual rights are disregarded.

Approved by: C. Nelson Grote

Date: 04/28/1992