

## **Academic Grievance Policy**

Faculty is responsible for classroom management, teaching strategies, testing, and evaluation of student performance. At academic institutions conflicts may develop within the educational process that requires academic intervention using the Academic Grievance process. When student complaints cannot be resolved through informal interaction with a faculty member or chair/coordinator, students are directed to use the Academic Grievance procedure (see below or SPC website) by filing a Student Academic Grievance form, available from any division chair. Students are encouraged to use the Academic Grievance process only when there is clear and convincing evidence that a faculty member has treated the student unfairly, arbitrarily, or capriciously. The Academic Grievance procedure allows for unresolved complaints to continue moving from student, to instructor, to division chair, to dean until consensus is reached or final decision affirming or denying the grievance is made by the appropriate dean.

# ST. PHILIP'S COLLEGE

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## STUDENT ACADEMIC GRIEVANCE

Date Grievance Initiated: \_\_\_\_\_

Name: \_\_\_\_\_  
\_\_\_\_\_

Major: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SS#: \_\_\_\_\_

Tel: \_\_\_\_\_

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### Step 1 – Description of Grievance:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grievance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remedy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student- Instructor Conference Date: \_\_\_\_\_

\_\_\_\_\_ Resolved

\_\_\_\_\_ Unresolved (Proceed to Step 2)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

(Supporting Documentation must be forwarded at each step)

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Step 2 – Conferences:

Student-Chair Conference Date: \_\_\_\_\_

Chair-Instructor Conference Date: \_\_\_\_\_

\_\_\_\_\_ Resolved

\_\_\_\_\_ Unresolved (Proceed to Step 3)

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Signature of Student

Date

Signature of Instructor

Date

(Supporting Documentation must be forwarded at each step)

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Step 3 – Conference:

Student-Instructor-Chair Conference Date: \_\_\_\_\_

\_\_\_\_\_ Resolved

\_\_\_\_\_ Unresolved (Proceed to Step 4)

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Signature of Student / Date

Signature of Instructor / Date

Signature of Chair / Date

(Supporting Documentation must be forwarded at each step)

**(Continues with Step 4)**

Step 4 – Action of Chair:

Upon consideration of the circumstances presented, I hereby

\_\_\_\_\_ \* Affirm \_\_\_\_\_ Deny the grievance in question.

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Signature of Chair

Date

\* A written explanation must be forwarded to the instructor.

Action of Parties:

Student:

I \_\_\_\_\_ accept \_\_\_\_\_ reject the decision of the Chair.

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Signature of Student

Date

Instructor:

I \_\_\_\_\_ accept \_\_\_\_\_ reject the decision of the Chair.

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Signature of Instructor

Date

(Supporting Documentation must be forwarded at each step)

Step 5 – Appeal to Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Student-Instructor-Chair-Dean Conference date: \_\_\_\_\_

Action by Dean:

Upon consideration of the circumstances presented, I hereby \_\_\_\_\_ affirm \* \_\_\_\_\_ deny the grievance in question.

\_\_\_\_\_  
Signature of Dean Date

\* A Conference with the Instructor and Chair must be held and a written explanation of the decision must be provided.

Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Academic Grievance Policy, Policy Ref: FLD Local, pg. 3 of 3**  
**“..The decision of the Dean is final.”**

The chart below outlines the specific academic grievance process

