

COLLEGE OF ARTS & SCIENCES
ACADEMIC GRIEVANCE PROCEDURES

(Note: Individuals with an academic grievance involving faculty, staff, or students in the College of A&S are welcome to discuss the grievance with an advisor in the College office before they begin, or at any time during, the formal grievance procedure. Students may also seek advice from the Dean of Students Office.)

For Undergraduate Students this process applies to any "complaint, resentment, or accusation lodged by a student about an academic circumstance (such as grading, testing, quality of instruction) which is thought by the student to be unfair (UND Code of Student Life, Section 3)." Graduate student grievances fall under the jurisdiction of the Graduate School except for grade grievances, which fall within the jurisdiction of the college offering the course.

1. Individuals should first meet with the person with whom they have the grievance to seek resolution.
2. If no resolution occurs (or if, for some reason, step #1 is not appropriate) the grievance should be brought to the chair of the department. If the matter falls outside the department, or if the grievance is with a department chair, the grievance should be brought to the Dean's Office.
 - A. A written statement of the grievance should be submitted to the chair. That statement would normally contain:
 - a. a description of the grievance
 - b. how the individual is affected by it
 - c. the remedy that is sought (if the grievance is grade-related) or the policy that is believed to be violated (if the grievance is conduct related)
 - B. If no informal resolution is achieved, the chair should submit the grievance to a department appeals committee. That committee may be a standing committee of the department or an ad hoc committee formed for the grievance, but chairs should be prepared to deal with grievances, should they arise. When department size allows, the committee should normally be composed of three faculty members in the department. That committee should review the grievance, consult with all involved parties, and make a finding within a reasonable length of time. A copy of the finding should be sent to the parties and to the Dean's Office.
3. Any party has the right to appeal a departmental decision to the A&S Student Appeals Committee. That Committee may also hear grievances that are not appropriately taken first to an academic department (e.g., the grievance is with the Chair of the Department).

Individuals wishing to bring grievances to the A&S Committee should submit them in writing to the Dean's Office.

ARTS AND SCIENCES STUDENT APPEALS COMMITTEE

Responsibility and Authority

1. The responsibility of the Arts and Sciences Committee on Student Appeals is to speak for the College in matters concerning academic grievances, appeals of administrative procedures, or other appeals of College regulations or requirements, which do not fall under the jurisdiction of another committee.
2. Appeals may be initiated by students after all departmental channels of appeal have been explored or referred to the committee by faculty or administrative officials.
3. The committee shall have the authority to change a disputed grade.
4. The committee shall have the authority to submit suspected policy violations to the proper authority.

Procedures

1. The Student Academic Appeals Committee resolves all undergraduate academic grievances not resolved at the department/program level in accordance to college policy. The Committee will be composed of seven faculty members elected from across the college with the stipulation that no more than one faculty member from any given department can serve on the committee in any given year.
2. Two students (one graduate, one undergraduate) will be nominated and elected by faculty members of the Student Academic Appeals Committee to serve in an advisory role for a 1-year term. Upon agreement to serve on the committee, students must ensure they have completed FERPA privacy training.
3. The committee shall have a quorum of five.
4. Decisions will be made by a simple majority.
5. The committee will meet monthly unless there are no matters to be considered. The committee can also be convened for pressing matters.
6. The committee will not consider grade appeals more than one calendar year following the recording of the grade with the registrar.
7. Each party in the disputed matter must accept the outcome of the appeals procedure except as noted in 9 and 11 below.
8. The committee requires that each party submit a written statement in advance. They may also appear in person before the committee at the discretion of the committee.

9. In cases where there is strong presumptive reason for believing that the procedures of the Appeals Committee have been inadequate, arbitrary, incomplete, or otherwise inappropriate, either party may so inform the Dean or the Academic Vice President in writing, and request establishment of a special committee to review the alleged defects in the procedures of the Appeals Committee.
10. All interested parties will be notified in writing of the decision of the committee.
11. All procedures referred to above are academic processes. In accordance with the University policy on Academic Grievances as printed in the *Code of Student Life*, any party has the right to appeal to the University Student Academic Standards Committee.

GREIVANCE INFORMATION SHEET FOR STUDENTS

Note: Students are encouraged to discuss their grievance with an advisor in the College of Arts & Sciences office before they begin, or at any time during, the formal grievance procedure. Students may also seek advice from the Dean of Students Office.

The following are the grievance and appeal steps that may be taken in accordance with the UND policy on Academic Grievances (see the *Code of Student Life*), and the policies of the College of A&S.

1. Instructor: Meet with the instructor to see if the issue can be resolved at that level.

2. Department:
 - A. Meet with the department chair to discuss the grievance.

 - B. Submit a written statement of the grievance to the department chair. That statement should normally contain:
 - a. a description of the grievance

 - b. how you are affected by it

 - c. the remedy you seek (if the grievance is grade-related) or the policy that is believed to be violated (if the grievance is conduct related)

3. College: If no acceptable resolution occurs, the student may
 - A. Discuss the matter with the Dean or an Associate Dean and/or

 - B. Submit the written grievance for action by the A&S Student Appeals Committee.

4. University: If no acceptable resolution occurs, the student may bring the grievance to the Student Academic Standards Committee. See the section on Academic Grievances in the *Code of Student Life* for instructions.