

COLLEGE OF ARTS & SCIENCES
ACADEMIC GRIEVANCE PROCEDURES

Note: Individuals with an academic grievance involving faculty, staff, or students in the College of Arts and Sciences 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 and parties may consult with UND's Conflict Resolution Center.

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 of a department, or if the grievance is with a department chair, the grievance should then be brought to the Dean.)
 - A. A written statement of the grievance should be submitted to the chair. That statement should normally contain:
 - a. a description of the grievance
 - b. how the individual is affected by it
 - c. the remedy that is sought.

 - 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.

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

The responsibility, authority, and procedures of the College of Arts and Sciences Student Appeals Committee appear on the accompanying page.

COLLEGE OF ARTS AND SCIENCES COMMITTEE ON STUDENT APPEALS

Responsibility and Authority

1. The responsibility of the College of 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 that 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.

Procedures

1. Seven faculty members shall be elected for three-year terms in accordance with College bylaws.
2. Two student members shall be appointed by the Dean from nominees submitted by the Student Government.
3. The committee shall have a quorum of six.
4. Decisions shall 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 and 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.

INFORMATION SHEET FOR STUDENTS

Who have a grade grievance with a faculty member in the College of Arts and Sciences

Note: Students are encouraged to discuss their grievance with an adviser 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 and parties may, should they choose, consult with UND's Conflict Resolution Center.

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 Arts and Sciences.

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.

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

 - B. Submit the written grievance for action by the College of Arts and Sciences 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.