

Formal Academic Grievance Procedures

A written complaint is filed to the Attention of the Faculty Fellow for Academic Integrity in GC 219 less than 15 business days* of the date the informal resolution process ends, or within twenty 20 business days* after classes begin in the semester following that in which the complaint arose, whichever is later.

The Faculty Fellow for Academic Integrity will review the complaint to determine whether it falls within the scope of the Academic Grievance policy and whether a formal hearing is warranted.

Complaint **DOES NOT** fall within the scope of this policy.
The student is notified in writing.

Complaint **DOES** fall within the scope of this policy.
A formal hearing is warranted.

Complaint is referred to the Grievance Committee by the Faculty Fellow for Academic Integrity.
The Grievance Committee will be composed of 5 members:
2 Students
3 Faculty members (F/T)

A hearing will be scheduled less than 45 days after receipt of grievance.
The student and instructor or committee will be notified of the date and time to appear for formal hearing.

Formal Hearing is conducted.
A written report including findings of facts, conclusions and recommendations shall be prepared and forwarded to the Faculty Fellow for Academic Integrity.

The Faculty Fellow for Academic Integrity shall issue a written decision within fifteen (15) University days of receipt of the Committee's report.
The student and the instructor or committee will be sent copies of the decision.