

Formal Academic Grievance Procedures

A written complaint is filed to AHC5-314 ≤ 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.

Dr. Valerie George and the Chairperson of the UE/G Grievance Committee will review the complaint to determine whether it falls within the scope of the UE/G 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 U/G Academic Grievance Committee.

The Grievance Committee will be composed of 5 members:

2 Students
2 Faculty members (F/T)
Chairperson of the Committee

A hearing will be scheduled ≤ 45 days after receipt of grievance.

The student and instructor 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 Dr. Valerie George.

Dr. Valerie George shall issue a written decision within fifteen (15) University days of receipt of the Committee's report.

The student and the professor will be sent copies of Dr. Valerie George's decision.