

Name: _____

CWID: _____

Course you are pursuing the grade grievance for: _____

Semester the course was completed: _____

Your first step should be to email the instructor directly.

A student may request that the grade grievance process be expedited if they are supposed to graduate, or if the grade grievance result has a direct impact on the ability of the student to stay on track for graduation, and risks the student having to require extra semesters to graduate.

Are you seeking an expedited timeline for this grievance? This is only granted if you are at risk of extending your time to graduation: Yes _____ No _____

Meeting date with course instructor to discuss grievance: _____

Along with this form, attach a statement explaining your grievance. The statement should specify what policy/procedure in the syllabus was not followed by the instructor (ex. instructor violated the grading procedures as set forth in the syllabus; instructor made an error in calculating or recording a grade; instructor applied an inconsistent grading standard across students) and how this violation impacted the final grade.

Email this form, statement, and any supporting documentation prior to your meeting with the instructor, and copy the chair/director of the department/school.

If you decide to appeal any decision to the next stage in the grievance process, attach all documentation and any communications, messages, or meeting notes from any prior steps in the process (ie. meeting with the instructor; meeting with the Dept. Chair).

If you would like to file a grade grievance, the Grade Grievance Form Cover Sheet and any supporting documentation should be sent via email to the appropriate instructors or administrators described in each step. The following checklist was developed to simply and clearly restate the steps noted in the policy. If anything in this checklist appears to contradict the published policy, the published policy text takes precedence.

- ❖ If:
 - the student is supposed to graduate, or;
 - the grade grievance result has a direct impact on the ability of the student to stay on track for graduation, and risks the student having to spend extra terms;

The student can request an expedited process. In practice, this will shorten the timeframe of all the steps so that they will be completed before the end of the add/drop period. This expedited process will only be approved if necessary for the student to remain on track academically.

- ❖ The student must keep and include any communications, messages, or meeting notes from any prior step, and include those whenever requesting an appeal to a next step in the process. It is strongly recommended to continue any appeals by forwarding earlier messages along with a formal email to the appropriate next step. Any requests to appeal should be made quickly, to provide time for the next step to resolve within the timeline below.
- ❖ All participants should remain respectful throughout the process. At any stage, the parties can accept the latest decision, and the process can end. In order to consider an appeal, there should be further information provided that enhances the argument for the desired outcome.

Grade Grievance Timeline - Below is a description of the standard due dates for each step (An instructor/administrator missing a due date does not constitute any automatic decision or resolution):

Timeline/Due Date	Action
Within one week of receiving the grade	Email the instructor, cc'ing the chair/director of the department/school. The grievance might be satisfied over email, but may also require a meeting.
By 2nd week of the following spring/fall semester	A meeting with the instructor, if necessary, to resolve the grievance.
By 4th week of the following spring/fall semester	Chair/instructor meeting with the student, or with the instructor and student together, and a recommended decision sent to both parties.
By 6th week of the following spring/fall semester	A meeting with the college/school's dean (or designee), and a decision sent to both parties.
By 8th week of the following spring/fall semester	Either party can appeal the dean's decision to the provost or designee, or the Academic Grievance Committee. The provost will make the determination of which venue the appeal will be resolved, and the timeline for resolution. This decision is final (unless there is alleged procedural misconduct by members of the Academic Grievance Committee).