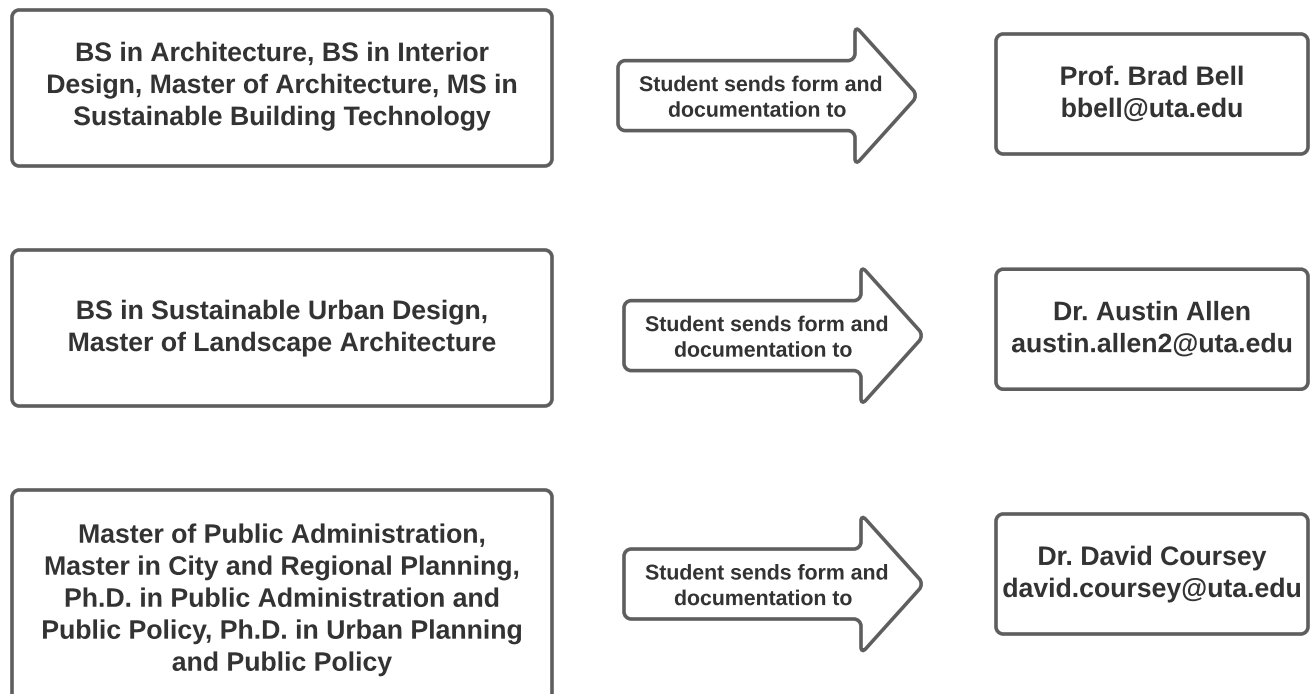
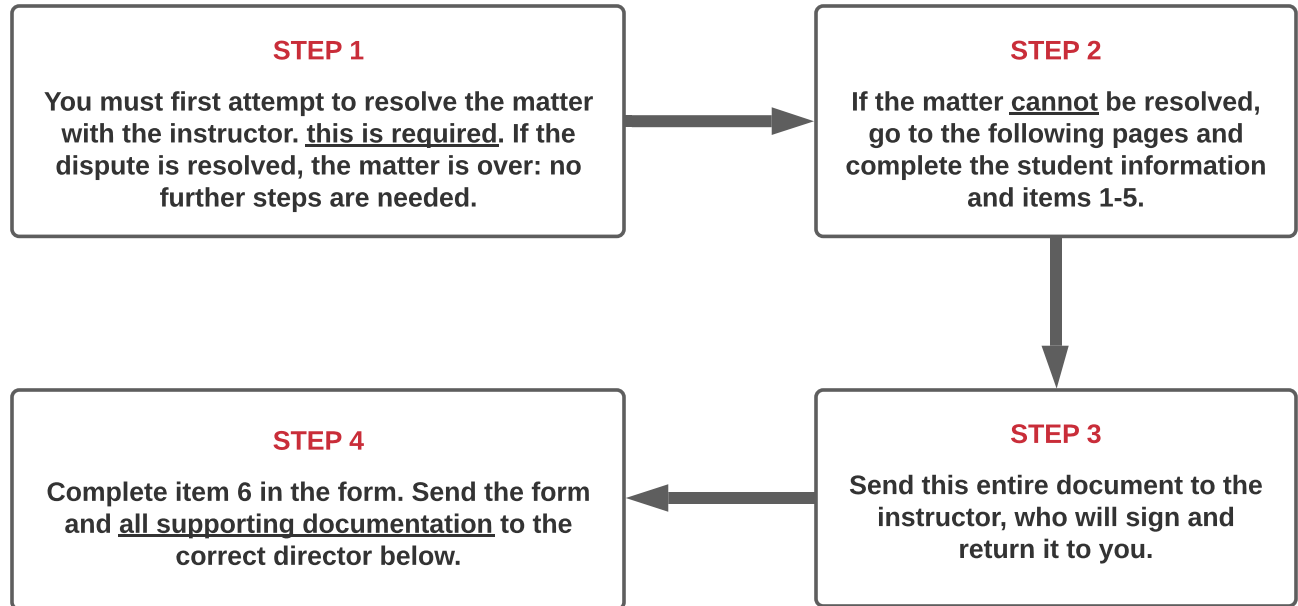


CAPPA ACADEMIC GRIEVANCE FORM INSTRUCTIONS

Please read the instructions below. Note that any form filed goes to a committee for review, which takes time. That is why it is not recommended to file an Academic Grievance Form based upon the grade of a single assignment.





STUDENT ACADEMIC GRIEVANCE FORM

PROCEDURES

In attempting to resolve any student grievances regarding grades, it is the student's obligation first to make a serious effort to resolve the matter with the instructor with whom the grievance originated. Individual course instructors retain primary responsibility for assigning grades. The instructor's judgment is final unless compelling evidence shows preferential treatment and/or procedural irregularities. If the student has attempted to resolve the issue with the instructor without success, and there is evidence of differential treatment and/or procedural irregularities, the process below is followed.

1. The student completes this form and submits it to the school director, department chair, or program director with any necessary supporting materials.
2. The school director, department chair, or program director forwards all materials to the appropriate faculty committee.
3. The committee reviews all materials and makes a recommendation whether differential treatment and/or procedural irregularities occurred. This is sent to the school director, department chair, or program director who renders a decision whether to uphold the grade grievance or not.
4. The school director, department chair, or program director notifies the student of the decision by email, requesting that the student respond by email within 10 working days to state whether the student agrees with the decision or not. If the student does not respond within 10 working days, the matter is considered resolved and no appeals can be made.
5. If the student wants to file an appeal, the student sends an email to the Dean, stating why the student does not agree with the decision. The Dean reviews all materials renders a decision. This decision is then sent to the student, instructor and school director, department chair, or program director
6. The Dean's decision is final and is not subject to any further appeal.

Students have one year from the day grades are posted to initiate a grievance concerning a grade including presenting evidence of differential treatment and/or procedural irregularities.

STUDENT INFORMATION

Student Name _____ Student ID# _____

Student Signature _____ Date _____

