

College of Engineering Academic Grievance Procedure for Graduate Students

If a graduate student has an academic grievance against a faculty member, the student should attempt to resolve the problem by adhering to the following procedure:

1. Discuss the problem with the instructor involved and try to arrive at a mutually agreeable resolution.
2. If, after a verbal attempt to resolve the problem fails, he/she may direct a written request for consideration to the instructor involved. (a,e,f)*
3. If the student is dissatisfied with the instructor's response, he/she may direct a written request for reconsideration to the Chair of the department in which the instructor resides. A meeting of the Chair with the student and/or instructor may be requested by any of the parties. (b,e)*
4. If the student is dissatisfied with the Chair's response, he/she may direct a written request for reconsideration to the College of Engineering (COE) Graduate Committee which is chaired by the Associate Dean of Graduate Studies and Research Administration. A meeting of the COE Graduate Committee with the student and/or instructor may be requested by any of the parties. (b,e)*
5. If the student is dissatisfied with the College Graduate Committee's response, he/she may direct a written request for reconsideration to the Dean of the College of Engineering. (b,e)*
6. If the student is dissatisfied with the College Dean's response, he/she may present the grievance to the College of Graduate Studies. (b)*
7. A final appeal may be made to the Committee on Academic Standing of the Graduate Council and its decision shall be binding on all parties involved in the grievance. This step completes the grievance process.

Notes:

- a. Graduate students must file the initial grievance with the instructor and a copy to the department no later than one semester after the occurrence of the incident.
- b. If students desire to proceed to the next level of appeal, they must file within ten working days of the last rendered decision until final resolution of the grievance. It is the responsibility of the student to initiate each successive step of his/her own individual grievance. All parties involved are expected to handle these matters expeditiously and to render decisions in a timely fashion.
- c. If at any step of the procedure, the student decides to drop the grievance, it will be considered denied. If at any step of the procedure, the instructor decides to grant the grievance, it will be considered granted. If at any step of the procedure, the student agrees to a settlement that is satisfactory to the instructor, it will be considered settled.
- d. All matters concerning a student grievance will be kept confidential between the parties directly involved to assure, as much as is possible, the privacy rights of the parties.
- e. Steps 1 through 5 starting with a verbal attempt with the instructor ending with the recommendation from the Dean of the College must be completed before the conclusion of the next semester in order to enable the student to timely initiate his/her appeal to the University level.
- f. If the instructor involved in the grievance is not available at the beginning of the next semester due to University approved leave of absence or for any reason, the student will initiate the procedure at step 2, and at the same time proceed to step 3 by submitting a written request to the Department Chair. The Chair will promptly make every effort to locate the instructor and obtain the instructor's response to the grievance which will be included in the grievance material. These efforts will include all available electronic means or any other means available to the Chair.

* References to notes where applicable.

APPENDIX 1

The University of Toledo Academic Grievance Procedure for Graduate Students

(Graduate Student Handbook, December 2008)

Grade Appeal Procedure for Graduate Students.

An academic grade appeal is one in which a graduate student disputes a particular grade. Appeals dealing with academic dishonesty, including but not limited to cheating and plagiarism, are explicitly exempt from this process and shall be dealt with under the Academic Dishonesty Appeal Procedure.

The following procedure is to be used to arrive at a resolution of the grievance. The academic grade appeal must be initiated within the semester following receipt of the contested grade. If a resolution is not reached at a given step of the procedure, the graduate student or the faculty member may proceed to the next level by filing an appeal in writing within fourteen (14) days of receipt of the last decision rendered.

At step 1, the student will attempt to resolve the issue by discussing the grounds for appeal, first with the faculty member. If no resolution can be reached, the student may appeal in writing within seven (7) days, to the chair of the faculty member's department. Either the student or the faculty member may provide the Department Chair with additional relevant information. The Department Chair is to issue his/her determination within fourteen (14) days of receiving the written appeal. If no resolution is reached at this level, the student may appeal to the College Dean who shall review all relevant documentation and may interview the student and faculty member involved. The Dean may request a recommendation from the appropriate College committee. If no resolution can be reached within fourteen (14) days of the receipt of the appeal, the Dean is to issue his decision, which may be appealed by either the student or the faculty member to the Dean of the College of Graduate Studies, who shall review all relevant information, and if appropriate, interview the student or faculty member involved before recommending a resolution.

At the fourth level of appeal, the Academic Standing Committee of the Graduate Council will review all documentation and may permit the student and faculty member to make an oral presentation of their respective positions. The Committee will then render a final decision within fourteen (14) days based upon all evidence presented. The student presenting the appeal may have counsel present at the oral presentation but solely in an advisory capacity.

Steps of the Academic Grade Appeal:

1. Discuss the grade with the instructor involved. If no mutually agreeable resolution can be achieved, either party may present in writing his/her position to the chair of the department.
2. If the problem is not resolved at the department level, either party may appeal in writing to the Dean of the college.
3. If mutual resolution cannot be reached at the College Dean's level, either party may present the grade dispute to the Dean of the College of Graduate Studies.
4. The Dean's decision may be appealed to the Committee on Academic Standing of the Graduate Council and its decision shall be binding on all parties. This step completes the appeal process.

The decision of the Academic Standing Committee will be communicated to the College of Graduate Studies, the student and the faculty member and will be implemented by the Dean of the College of Graduate Studies.

Academic Grievance.

In the event that a graduate student has an academic grievance he or she should attempt to resolve the problem by adhering to the following procedure:

1. Discuss the problem with the instructor involved.
2. If no resolution can be achieved, the student should see the Dean of the college.
3. If a resolution has been unsuccessful at the College dean's level, the student may present the grievance to the College of Graduate Studies.
4. The final appeal can be made to the Committee on Academic Standing of the Graduate Council and its decision shall be binding on all parties involved in the grievance.

Graduate students must file the initial grievance with the instructor and a copy to the department no later than one semester after the occurrence of the incident. If students desire to proceed to the next level of appeal, they must file within one month of the last rendered decision until final resolution of the grievance.

Employment Grievance.

Any grievance related to a graduate assistant's employment should initially be taken up with the immediate supervisor/faculty member. The supervisor/faculty member involved will discuss the problem and attempt to resolve it. If the problem is not resolved for any reason, the grievance should be directed to the chairperson of the department. If the grievance cannot be resolved at the departmental level it should be referred to the Dean of the college. As a final step in an employment grievance, the grievance may be brought forward for resolution to the College of Graduate Studies.