



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):

Descriptions: A student may file an academic grievance for the following reasons:

1. Alleged prejudice on the part of the instructor that impacts the student's final course grade.
2. Alleged failure to follow the final grading procedure established in the course syllabus that impacts student's final course grade.
3. Alleged erroneous application of established grading procedures on individual assignments that impacts student's final course grade.
4. Alleged significant departure from the instructor's, department's, program's, college's or university's announced standards as stated in the course syllabus, catalog description and/or other written materials.
5. Alleged inconsistencies with University or program policy, or alleged arbitrary application of evaluation/performance standards, that results in program dismissal.

Process for Academic Grievance

Note: If a student wishes to appeal a course grade, it is recommended that he or she remain in the course and continue to complete all assignments until a final decision has been rendered. An academic grievance for grade appeal may be filed only in cases where the student wishes to contest a final course grade (i.e., grade-related grievances will not be accepted for individual assignments or midterm grades).

For the purpose of this procedure,

1. "Days" means academic/working days, not calendar days. Dates of classes not being in session will not count toward the timeline.
2. "Semester " means fall and spring semester. Summer and winter sessions are not considered in the timeline.

Step 1. The student should discuss any complaint with the instructor involved. If the complaint is not resolved at the instructor level, or if the student feels it is not practical to contact the instructor, the student may present the complaint to the chair of the department to which the instructor is assigned.

The deadline for a student to take the complaint to the faculty member is the 10th day of the beginning of the following semester.

If the student is not enrolled the subsequent semester, a letter of inquiry should be mailed to the instructor and to the instructor's department chair/associate dean by the 10th day of the beginning of the following semester.

Step 2. The instructor must respond in writing to the student within 5 days of the initial contact concerning the complaint.

Step 3. Upon receipt of an unacceptable response from the instructor or if the instructor does not respond within 5 days, the student has 10 days to file a formal academic grievance.

The student will be required to complete an Academic Grievance form. The form can be electronically retrieved from the Office of the Provost's web page at:

https://www.moreheadstate.edu/getattachment/Academic-Affairs/Forms-Publications/Academic_Grievance_Student_Form_071218.pdf.aspx?lang=en-US. Paper copies also can be obtained in the Office of the Provost. The completed Academic Grievance form, and any supporting documentation, should be submitted to the instructor's department chair/associate dean.

APPROVED BY:

VICE PRESIDENT:  DATE: 7-7-19

APPROPRIATE INSTITUTIONAL REVIEW:  DATE: 7-11-19

PRESIDENT:  DATE: 7-17-19

DESCRIPTION (CONTINUED):