



Grade and Academic Dismissal Complaint Procedures

Today's date _____

Name _____

Student SID No. _____

Program _____

Instructor _____

Date grade report or dismissal notice from a program was received: _____

Date student met with instructor to determine that no clerical error has been made: _____

Step 1: Initial meeting with appropriate instructor

Make an appointment and meet with Instructor to discuss your concerns and resolve the problem.

Date meeting requested _____

Date meeting held _____

Please circle one:

RESOLVED

NOT RESOLVED**

→ _____	_____	_____	_____
Instructor/Staff Signature	Date	Student Signature	Date

The instructor shall normally respond in writing to the student within ten (10) instructional days or sooner of the discussion and resolution.

**If not resolved at Step 1, please proceed to Step 2 where you present your appeal in writing.

Step Two. If the student is not satisfied with the instructor's response to the appeal, the student may continue the appeal process in writing by submitting the case, including copies of all correspondence and any relevant documentary or other helpful evidence to date, to the appropriate dean. This must be done within ten (10) instructional days of receiving a written response from the instructor. The dean shall acknowledge the appeal in writing with a copy of the appeal to the instructor.

The dean shall review all of the evidence submitted, talk with the student and instructor as needed and determine whether there is a rational and valid basis for the grade or instructor action at issue. The dean shall render a decision as follows:

- If the presented and collected evidence and/or the dean's analysis thereof supports the instructor action, the dean will uphold the instructor's decision; or
- If the dean determines that there is not a rational basis with sufficient evidence to support the instructor action, the dean shall refer the matter to the Vice President of Instruction along with the record of the proceedings thus far and a recommendation for resolution.

A copy of the dean's decision to uphold the instructor's decision or recommendation to the vice president for further review shall be provided to the student and instructor in writing within ten (10) instructional days of receiving the appeal. If the dean forwards the case to the vice president for review or the student appeals the dean's decision to the vice president, the dean will forward all evidence to the vice president for review.