

# Criteria for Grading Grievance Appeal

The policy relating to grading grievances appears on the 3<sup>rd</sup> page of this appeal. If you are not satisfied with your attempt at an informal resolution to a grade dispute program or Division level, you may initiate a formal grading grievance.

## Instructions:

1. Complete the form below. Please note: This completed form and all accompanying documentation constitute the grievance package. You may not add to or delete from the package once it is submitted. Incomplete forms will not be considered.



Policy Title:	Grading Grievance Policy
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Governing Body:	Southern Oregon University	Policy Number:	AAD.055 (573-095)
Policy Contact:	Associate Provost	Date Revised:	2018
Custodial Office:			

4. Should the Associate Provost determine that the grievance meets the criteria for consideration in a Grading Grievance Hearing, a Grievance Committee shall be convened.

5. The Grievance Committee will consist of five members, at least three of whom shall be teaching faculty serving as members of the current Academic Standards Committee. One member may be a student. No faculty member from the program in which the course was offered may serve on the Grievance Committee. The Associate Provost shall serve as a non-voting member and chair of the Grievance Committee.

6. The Grievance Committee will be provided all pertinent materials, including the written grievance, any statements made by both the student and the instructor, and any other related information required to make a determination.

7. Both the student and the instructor will be provided the opportunity to appear at the hearing to address the Grievance Committee, but neither will be compelled to do so.

8. The Grievance Committee will make a determination within 10 business days of the Grievance hearing and will provide a written record of their decision to the student, the instructor, the Chair and Division Director of the program offering the course, and the University Registrar.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.