

## ACADEMIC GRIEVANCE PROCEDURE

days after the first day of the next regular (Fall or Spring) semester. (A summary checklist for this procedure is available on the Registrar's office website under "Forms.")

1. A student with a grievance must first identify the grievance and discuss the matter at issue with the faculty member who is the party to the grievance. Students who cannot locate the faculty member to discuss the grievance should meet directly with the chair

available). The school dean will notify all parties concerned, in writing, of his/her decision and the recommendations of the Committee.

The Academic Grievance Committee will be comprised of four faculty representatives  
~~selected by each of the College Councils and three students selected by the Student Association~~