



ACADEMIC GRIEVANCE PROCEDURES FOR STUDENTS – GRIEVANCE FORM

This form supports [Academic Policy Statement 900823 Academic Grievance Procedures for Students](#). Refer to the policy for details on what constitutes an academic grievance and/or the process. (For cases of academic dishonesty, refer instead to [Academic Policy Statement 810213: Academic Honesty](#).)

Date(MM/DD/YYYY):

SHSU ID No.:

Instructor Name:

Student Name (Last, First, MI):

Department:

SHSU Email:

Course CRN:

Current Phone:

Course & Section:

Semester & Year :

This appeal is for:

Course grades

Instructor's alleged unprofessional conduct

Unauthorized class absences/tardiness

Withdrawal/suspension of privileges (professional degree programs)

Please describe in detail the reason for your appeal. Details should include specifics such as the nature of your appeal, the reason for your appeal, any relevant details, and/or specific communications related to your appeal.

Please describe in detail the reason for your appeal.

Please describe what remedy you are requesting.

Signature & Date

Recommended Action/Decision

Student

Instructor

Department Chair/School Director

College Academic Review Panel Chair

College Dean

Provost & Senior Vice President for Academic Affairs

To submit in person, print and sign, and then physically deliver to the person to whom you are appealing. To submit electronically, use the Adobe Sign and Fill option to digitally sign, then email to your instructor **from your official SHSU email address**. Forms submitted from a non-SHSU email address will not be considered as initiated nor valid, per University policy.



Each level of appeal must be in writing; use of this form at Level II or higher stages is not compulsory but recommended. In almost all cases, ***first attempt to resolve this with your instructor***. For all appeal levels, when you do not appeal to the next level, on the 11th working day, any academic penalty imposed by the previous reviewer is enacted.

- I. Level I (initial) appeal should be **addressed to the instructor, in writing, and filed within 10 working days** following the posting of the grade, absence or tardiness, or commission of alleged conduct.
 - a. The instructor arrives at a final decision on the matter and **responds to the student, in writing, within 10 working days** following receipt of the appeal.
 - b. If the instructor and the student arrive at a resolution, the process stops here.
 - c. If the student remains aggrieved, the student may choose to pursue Level II.
- II. Level II appeals should be addressed to the **department chair or school director (where the course resides), in writing, and filed within 10 working days or when the decision from the instructor was due.**
 - a. All Level I documentation must be included with Level II appeals.
 - b. The department chair/school director arrives at a final decision on the matter and **responds to the student, in writing, within 10 working days** following receipt of this form and all Level I backup documentation.
 - c. If the student remains aggrieved, the student may choose to pursue Level III.
- III. Level III appeals should be addressed to the **office of the dean of the college, Academic Review Panel (or ARP), in writing, and filed within 10 working days or when the decision from the chair/director was due.**
 - a. All Level I and II documentation must be included with Level III appeals.
 - b. The ARP will investigate the alleged grievance and present findings and recommendations **to the student and other relevant parties, in writing, within 10 working days** following receipt of this form and all Level I and II backup documentation.
 - c. If the student remains aggrieved, the student may choose to pursue Level IV.
- IV. Level IV appeals should be addressed to the **dean of the college, in writing, and within 10 working days of receiving the decision from the Academic Review Panel.**
 - a. The ARP will forward all documents pertaining to the matter to the dean.
 - b. The dean will review the dispute, arrive at a decision, and **inform the student, instructor, and the administrators participating in the appeals process of the decision and disposition of the matter 10 working days** following receipt of this form and all backup documentation.
 - c. If the student remains aggrieved, the student may choose to pursue Level V.
- V. Level V appeals, regarding the dean's decision, should be addressed to the **Provost and Senior Vice President for Academic Affairs, in writing, and within 10 working days of receiving the decision from the dean of the college.**
 - a. The Provost will receive all prior documentation related to the case and will **inform all parties of the decision, in writing, within 10 working days** of receipt of the appeal.
 - b. **The Provost's decision is final.**