

## **OVERVIEW OF STUDENT ACADEMIC APPEAL/COMPLAINT PROCESS**

The following charts document the process of instituting an academic appeal or complaint. Those filing such documents should consult the appropriate website in the Policy Repository as referenced below for complete details.

### **Final Grade Appeal: Undergraduate/Graduate**

<b>Step 1</b>	<b>Student meets with instructor to discuss the grade.</b>
<b>Step 2</b>	<b>If dissatisfied, student files a written appeal to the appropriate department chair.*</b>
<b>Step 3</b>	<b>If dissatisfied, student files a written appeal to the appropriate dean.**</b>
<b>Step 4</b>	<b>If dissatisfied, student may file a written appeal to the Academic Conduct Committee under certain limited conditions.</b>

\*Appeal must be filed in 30 business days from the completion of the course.

\*\*Dean has 30 business days to make a decision.

### **Academic Complaints Not Involving Grades: Undergraduate/Graduate**

<b>Step 1</b>	<b>Student meets with instructor to discuss the issue.</b>
<b>Step 2</b>	<b>If dissatisfied, student files a written complaint to the appropriate chair. This complaint must include documentation concerning a) specific action or decision involved, consequences of action of decision, the resolution sought, and why it should be granted*</b>
<b>Step 3</b>	<b>If dissatisfied, student files a written appeal to the appropriate dean, who can appoint an advisory committee.**</b>
<b>Step 4</b>	<b>If dissatisfied, student may appeal the decision of the dean in writing to the Office of Academic Affairs.</b>

\*Chair has 10 business days to make a decision.

\*\*Student has 10 business days from the receipt of the decision to file a complaint

### **General Education/University-wide Petitions Committee: Undergraduate**

<b>Step 1</b>	<b>Student submits completed petition to Office of Records and Registration.*</b>
<b>Step 2</b>	<b>Student appeal is heard by the Undergraduate Petitions Committee.</b>
<b>Step 3</b>	<b>If unsatisfied, student may appeal the decision in writing to the Office of Academic Affairs.</b>

\*If the student appeals academic dismissal, the student also must submit a Plan of Action from the Academic Success Center as well as an Academic Success Center Client Audit.

### **Academic Waiver and other University-wide Regulation: Graduate**

<b>Step 1</b>	<b>Student submits completed petition to the Graduate School.</b>
<b>Step 2</b>	<b>Student appeal is heard by the Graduate Petitions Committee.</b>
<b>Step 3</b>	<b>If dissatisfied, student may appeal the decision in writing to the Dean of the Graduate School.</b>
<b>Step 4</b>	<b>If unsatisfied, student may appeal the decision in writing to the Office Academic Affairs.</b>

\*For further information see Student Academic Complaints, Petitions for Policy Waiver and Appeals:

<http://www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=158>

For information on appeals on policies pertaining to sexual harassment, see the following website:

<http://www2.winthrop.edu/studentaffairs/handbook/StudentHandbook.pdf - page=31>