

Student Academic Grievance Form

Informal Procedures: (must be initiated within 60 calendar days of the alleged incident)

1. This form is to be used by students who wish to initiate an academic grievance, that is, students who feel that they have been treated unfairly with respect to an academic matter and who have attempted to resolve the matter with the instructor.
2. Students may request assistance with the grievance process from the SGA Director of Student Rights and Grievances. The SGA Office is located in the Student Union. The telephone number is 985-448-4557, email is SGA.Grievances@nicholls.edu
3. If the matter is not resolved with the instructor, the student may pursue the issue by completing this form and submitting it to the department head within 90 calendar days of the alleged incident. If the matter is resolved with the instructor, the student is encouraged to keep this form for his/her records.

Grievance Information:

Name of Student: _____

Local Telephone Number: _____

Nicholls Email Address: _____

Type of Grievance: Unfair Treatment

Name of Instructor: _____ Course (if applicable) _____

Please provide a written description of the Grievance (attach to this form):

- A. detailed description of the nature of the grievance;
- B. description of the informal procedures taken by the student to resolve the matter, including date student met with instructor;
- C. description of documentary evidence to be used in support of the grievance (copies should be attached if available), and
- D. Remedial action requested by the student.

TO BE COMPLETED BY DEPARTMENT HEAD:

Date student submitted copy of grievance form to department head: _____

Date student met with department head: _____

Matter satisfactorily resolved with department head: ____yes* ____no

*Forward this completed form and all documents to the Academic Affairs Integrity File located in the Office of Academic Affairs.

4. If the matter is not satisfactorily resolved, the student may request a hearing on the matter submitting a copy of the grievance form to the Dean within 6 months of the alleged incident.

Formal Procedures: (Formal grievances must be filed within 6 months from the date of the alleged incident)

TO BE COMPLETED BY DEAN:

Date grievance form submitted to Dean of the College: _____
Date Dean provided student a copy of the formal grievance procedures: _____
Date grievance referred to Chair of College Academic Grievance Committee: _____
Date of Committee Hearing: _____
Date Committee findings and recommendations forwarded to Dean: _____
Date parties notified of Dean's decision: _____
Matter satisfactorily resolved with Dean: _____yes * _____no

*Forward this completed form and all documents to the Academic Affairs Integrity File located in the Office of Academic Affairs.

5. Either party may appeal the decision of the Dean by submitting a petition to the Vice President for Academic Affairs. The petition must be filed with the Vice President within 10 days of the date of the Dean's letter of notification. The appeal must be based on one or more of the following:
- A. Published procedures were not published;
 - B. There was insufficient evidence to support the decision;
 - C. Sanctions imposed were inappropriate;
 - D. Subsequent to the hearing, information was discovered which indicates that member(s) of the committee were not impartial

TO BE COMPLETED BY VICE PRESIDENT FOR ACADEMIC AFFAIRS:

Date grievance form and petition received by Vice President for Academic Affairs: _____
Date grievance forwarded to Chair of Academic and Policies Committee: _____
Date Committee forwarded findings and recommendations to Vice President: _____
Date parties informed of Vice President's decision: _____
Matter resolved with Vice President: _____yes* _____no

*Forward this completed form and all documents to the Academic Affairs Integrity File located in the Office of Academic Affairs.

6. The student or the faculty member may appeal the decision of the Vice President for Academic Affairs by submitting a petition to the President for review and recommendation by the President's Executive Council Appeals Committee within 10 days of the date of the letter from the Vice President for Academic Affairs.

TO BE COMPLETED BY PRESIDENT'S OFFICE:

Date petition received by President: _____
Date findings and recommendations from President's Executive Council Appeals Committee received by President: _____
Date President notifies parties of decision: _____

The Decision of the President is final.*

*Forward this completed form and all documents to the Academic Affairs Integrity File located in the Office of Academic Affairs.