



Academic Grievance Process

When grades are given for any assignment or course of instruction, the grade given to each student shall be the grade determined by the Instructor of the assignment or course, and the determination of the student's grade by the Instructor, in the absence of "mistake, fraud, bad faith, or incompetency" shall be final (Education Code Section 76224). If a student files a grievance relative to a grade, academic policy, and/or academic judgement, she/he must prove that "mistake, fraud, bad faith, or incompetency" is the reason for the decision. The following is the academic grievance procedure:

1. The student must first seek to resolve her/his complaint with the Instructor.
2. If resolution is not reached, the student should appeal in writing to the Department Chair or Program Director of the course in question. The student must copy the Instructor. The Instructor must send written correspondence to the Chair or Director with her/his rationale for the decision. If the dispute is related to a final course grade, the Instructor must send a copy of the syllabus and course assignment grades justifying the final course grade to the Chair or Director.
3. If resolution is still not reached, the student should appeal to the Chief Academic Officer (CAO). All correspondence and decisions must be sent to the CAO. The CAO's judgment is final.

Academic Grievance Review Process

The student may seek a review of the respective academic grievance process after all previous appeals have been exhausted. The Academic Affairs Committee will review to assure due diligence was properly followed by all parties. The findings of the Academic Affairs Committee are final and no further appeals will be granted. The students may expect a final decision within 7 days of the date of her/his appeal. The Academic Appeal Form should be submitted to academicappeal@usk.edu within 14 days of the final decision of the CAO.



Academic Grievance Review Process Appeal

Student _____ Date _____

Email _____ ID # _____

Course _____ Semester/Year _____

Instructor _____

Chair/Program _____

What is the specific academic grievance decision you are appealing?

What reasons do you have for appealing this specific decision? Please submit any documents/evidence in support of your grievance.

What solution/action/outcome do you want taken?

Note:

Student – When completed, please submit to academicappeals@usk.edu.

Department Chair – When an Academic Grievance Review Process Appeal form is submitted, you will be requested to submit all documentation regarding the student grievance process to academicappeals@usk.edu.