Appendix C. Undergraduate Academic Assessment
Grievance Procedure

1. Student believes instructor has given a course grade or evaluation of the student’s work by criteria that were not clearly and directly related to the student’s performance in the course for which the grade or evaluation was assigned, as by the use of:

   A. Non-academic criteria such as ethnicity, political views, religion, age, sex, financial status, or national origin; or

   B. Capricious or arbitrary application of academic criteria in a manner not reflective of student performance in relation to course requirements.

2. If the matter falls into one of the above categories, a grievance must be initiated within the time limits specified in the following steps:

   1. Student must first approach the instructor to see if the issue can be resolved. The initial contact must take place within one academic quarter from the issuance of the grade or evaluation.

   2. The student must submit the grievance and documentation in writing to the executive officer of the academic sponsoring unit (department chair or college provost). The executive should attempt to facilitate a consensual resolution of the grievance between the student and the instructor.

   3. The student may appeal to the Committee on Courses of Instruction. A formal appeal must be filed within six months for summer, fall, and winter quarter courses or nine months for spring quarter courses of the date on which the disputed grade or evaluation was made part of the student’s permanent record by the Registrar.

   4. The Committee on Courses of Instruction will review the grievance and consult with the appropriate chair(s). If the Committee finds there is substantial evidence that the grievance has merit, it will conduct an informational investigation during which it may request that the student and instructor provide or present additional evidence.

   5. After the investigation, the Committee on Courses of Instruction shall attempt to facilitate a consensual resolution of the grievance with the student and the instructor.

   6. The Committee will vote on a decision for implementation. The Committee’s decision may include:

      1) No change
      2) Removal of course from transcript
      3) Removal of evaluation from transcript
      4) Change of grade to Pass, No Pass, or Withdraw.
      The Committee’s decision is final.

   If no resolution is reached…

   In the case of option 4, if the course was originally taken for a letter grade, the change to a Pass will not affect the student’s ability to graduate under letter grade requirements.