

## **CEAS STUDENT ACADEMIC GRIEVANCE PROCEDURES**

The following procedure has been established for undergraduate and graduate students who seek adjudication of an academic grievance against faculty members or instructors in the College of Engineering and Applied Sciences. Such grievances may concern grades assigned or penalties imposed for alleged academic infractions.

University policy states: "It is expected that the grounds upon which an academic grievance may be based should be clearly identified. Such grounds may include variance from University grading standards/policies, grade calculation inconsistencies with that announced in published course syllabi, procedural abnormalities, or other factors that are alleged to have denied the student a fair evaluation. It is not expected that grievances will propose that the professional obligation of faculty to fairly evaluate academic material within their field of expertise will be supplanted by alternate means without procedural cause" ([https://www.albany.edu/undergraduate\\_bulletin/regulations.html](https://www.albany.edu/undergraduate_bulletin/regulations.html)).

### **Step 1: The Department Level**

A student who seeks to dispute a grade or evaluation, or to appeal a penalty that has been imposed by a faculty member for academic dishonesty or alleged academic infractions, must initially pursue the matter directly with the faculty member involved. If the case is not satisfactorily resolved with the faculty member, a written grievance may be filed with the faculty member's department chair who will forward it to the department's Academic Integrity Committee that is charged with reviewing appeals. The written grievance must be submitted within one month of student being given the grade, evaluation, or penalty in question. The committee shall investigate the case by reviewing documentation and consulting with the faculty member and/or student and submit a written response to the chair. The chair then provides his or her own recommendation, copied to the student and to the faculty member. If the grievance is specifically against the chair, the Dean of the College of Engineering and Applied Sciences will appoint a designee from the department in question to serve in his or her place.

### **Step 2: The College Level**

If the student is not satisfied with the efforts made in Step 1 to achieve a resolution of the grievance, she/he may then submit a written request to the Dean of the College of Engineering and Applied Sciences to consider the grievance. This request must be filed within one semester from the end of the semester during which the incident occurred. The dean will request and review the documentation from the department review, obtain additional information, as needed, from the petitioner, the instructor, and/or the department chair, and make a written recommendation to all parties. The matter may be resolved at this stage. If the petitioner wishes to continue the grievance, the dean will refer the case to the Academic Integrity Committee from an academic department within the College of Engineering and Applied Sciences that was not involved in Step 1. This committee will perform an independent review of the case and report back to the dean who will make a final determination and send the decision to all parties.

### **Step 3: The University Level**

If the student is not satisfied with the efforts made in Step 2 to achieve a resolution of the grievance, she/he may petition the Committee on Academic Standing of the Undergraduate Academic Council (via the Office of the Vice Provost for Undergraduate Education) or the Graduate Academic Council (via the Office of the Dean for Graduate Studies), as appropriate, to consider the grievance. The decision of the Academic Standing Committee of the Undergraduate or Graduate Academic Council is final (Senate Bill No. 0203-10).