

Criminology Department Comprehensive Exam Appeal Procedure

- A. A student's appeal of a comprehensive exam grade is handled as an academic grievance, pursuant to the Academic Grievance Procedure set forth in the USF Graduate Catalog (USF 10.002 Student Academic Grievance Procedure).
- B. In many situations, it will be advisable for a student who fails the exam to postpone the initiation of the grievance until after the meeting with the committee referenced in II-E of the department Grading Guidelines.¹ (This meeting may not be applicable to all appeals; in such circumstances, the Graduate Director can waive this requirement.)
- C. The grievance must be submitted in writing to the Graduate Director and must clearly specify against whom the grievance is made (hereafter the "named party"; e.g., the grading committee, the Graduate Director), the basis for challenging the grade, and the evidence to support it. Consistent with University Grievance Procedures, all appeals must be initiated within three weeks of the incident or decision that is being challenged.
- D. Resolution at the Department Level.
 - a. After receiving the grievance from the student, the Graduate Director will, consistent with the Academic Grievance Procedures, determine if there is potential to resolve the grievance between the student and the named party without further adjudication and, if there is, will initiate that process. For instance, the Graduate Director might meet with the student if s/he is the named party or set up a meeting with the student and the committee in an attempt to identify a solution that is acceptable to the student and the named parties (e.g., submit the exam to a third party for his/her review).²
 - b. If there is no potential to resolve the grievance in this way or if the situation cannot be resolved in a manner agreeable to the student and named parties, the grievance shall be referred to the Department Chair, as set forth in the Academic Grievance Procedures. If the appeal is determined by the Chair to have merit, the Chair (or Chair in consultation with the Graduate Director and/or Comprehensive Exam Committee) will determine the appropriate resolution. Possible resolutions include, but are not limited to: (a) immediate change of grade, (b) submitting the exam to a new set of three graders whose grading determination will be considered final, or (c) allowing the student to retake the comprehensive exam without the current exam "counting" as one sitting.
- E. Advancement of the Grievance to the College Level

A student who does not prevail at the Department level may appeal to the college level using the University Grievance process as outlined in the USF Graduate Catalog.

¹ The Criminology Department has developed grading guidelines for both the traditional and "new" (in-class) comprehensive exams.

² The processes outlined in this paragraph correspond to the University Academic Grievance Procedures that require that the student "shall first make a reasonable effort to resolve his or her grievance with the instructor concerned." This step has been customized to fit the comprehensive exam process.