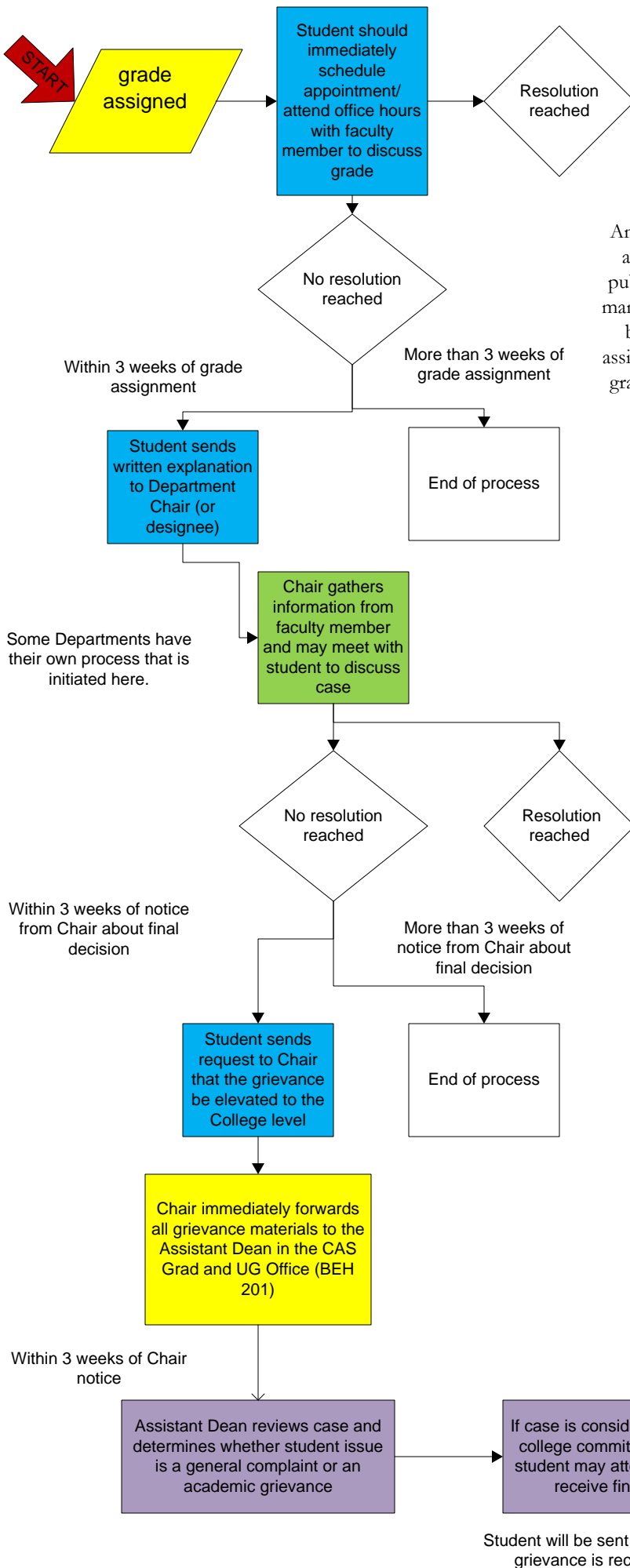


Academic Grievance Procedure--Students (USF Policy 10-002)

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-002.pdf>



An **“academic grievance”** is a claim that a specific academic decision or action that affects that student’s academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. The grade assigned was based on something other than performance in the course, or that the assignment of the grade was not consistent with the criteria for awarding of grades as described in the course syllabus or other materials distributed to the student.

Knowingly providing false information is a violation of the student code of conduct and may result in a referral to the Office of Student Rights and Responsibilities.

Yellow indicates faculty or chair action
Blue indicates student action
Green indicates faculty or chair and student action
Purple indicates Assistant Dean action

Tip # 1: Addressing the situation promptly is critically important for the process.

Tip #2: Any written communication you send to the faculty member/chair/committee must clearly explain how policy was violated or applied to you in a manner different from that used for other students. Resist the urge to add extraneous information or disparaging remarks.

Tip #3: You must provide convincing factual evidence that a violation of policy or syllabus occurred (or that a policy/grading practice was applied to you in a manner different from other students. If you cannot identify a violation, then your complaint is not a grievance.

Tip #4: In cases involving academic integrity, the faculty member is charged with providing convincing factual evidence that a student cheated, plagiarized etc..