

USF Policy 10-002 - Academic Grievance Procedure for Students

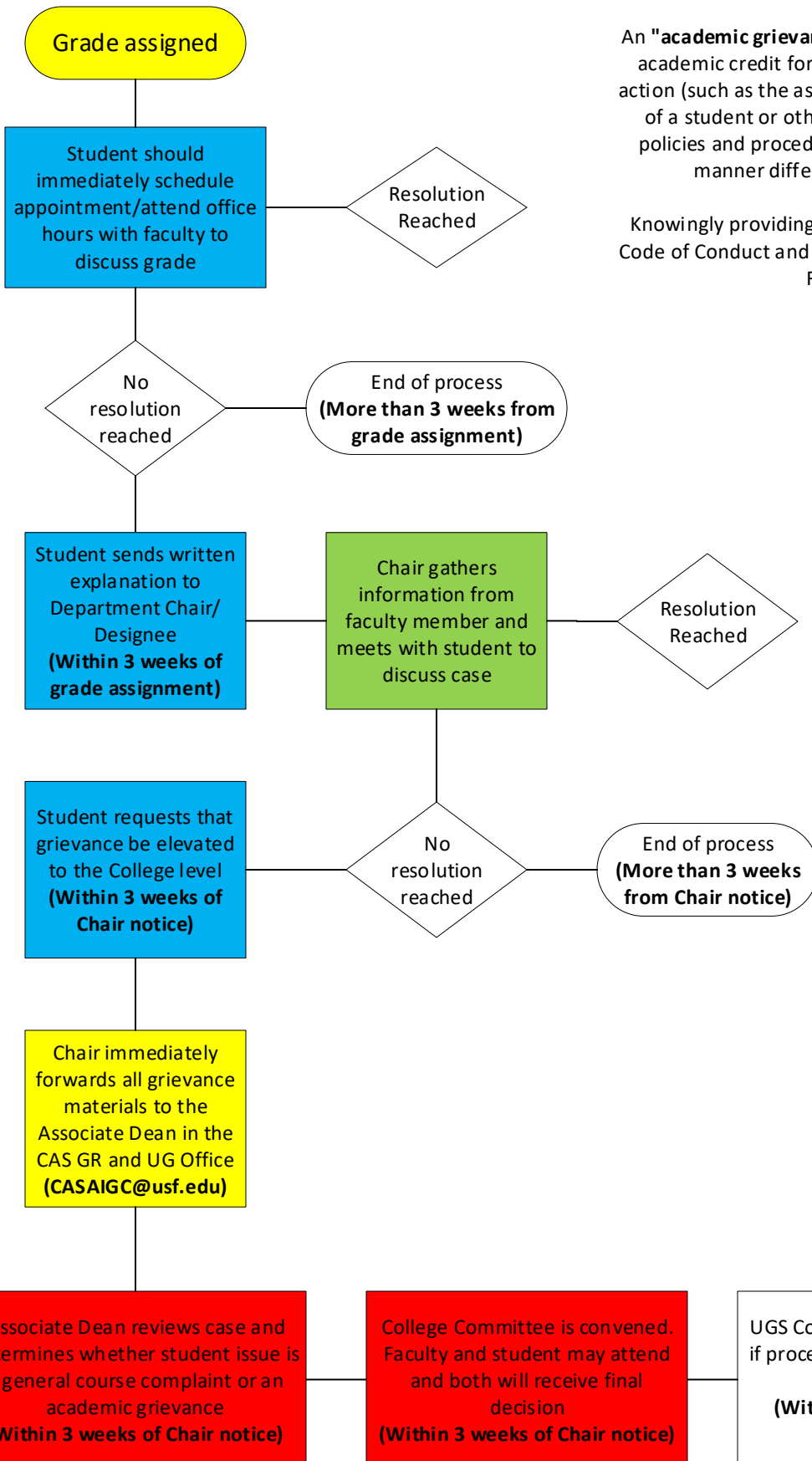
<https://usfweb.usf.edu/generalcounsel/>

Submitting an Academic Grievance

An "academic grievance" is a claim by an enrolled student receiving academic credit for a course that a specific academic decision or action (such as the assignment of a final grade or academic dismissal of a student or other grade assignment) has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students.

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/Chair and student action
Red indicates College level action



Tip No. 1: Addressing the situation promptly is critically important for the process.

Tip No. 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 No. 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 complain is not a grievance.

