CHS Student Academic Grade Grievance Procedure

**Step 1:** Aggrieved student and faculty member/instructor meet to discuss the academic grievance.

- Resolved
- NOT Resolved

**Step 2:** The student completes the Academic Grievance Appeal form which is forwarded to the Academic Program Lead (APL) and degree coordinator for review. The faculty member/instructor are also to provide a *written defense*. After conferring, the APL and degree coordinator will report their decision to student. If there is no further appeal, the matter ends.

- Resolved
- NOT Resolved

**Step 3:**
The student is told that s/he has 10 days to send the appeal of the decision to Kate Lehman. Upon receiving the appeal, Kate Lehman contacts both the student and instructor and requests all materials related to the course and the student/instructor interactions (e.g., email messages). Materials must be received within 10 days of request.

**Hearing**
1. A hearing is scheduled before the CHS Standards and Grievance Committee. All materials related to the case are distributed to all parties.
2. After hearing, the committee deliberates and sends a recommendation to the Dean within 5 days.
3. Dean Helitzer reads the committee recommendation and writes a letter giving her final disposition. The Dean sends the letter to Kate Lehman.
4. Kate Lehman forwards the Dean’s message to the committee, the instructor, and the student.