

John D. Odegard School of Aerospace Sciences  
Aviation Department

**SUBJECT:** II.15 Grievance Process (revised 09/2014)

**PURPOSE:** To address the guidelines for the filing of an academic grievance. Defined as a statement expressing a complaint, resentment, or accusation lodged by a student about an academic circumstance (such as grading, testing, and quality of instruction) which is thought by the student to be unfair?

**POLICY:** The student must initiate a grievance within 120 calendar days from the recording of the final grade (including an “Incomplete”) in the course in which the grievance arose. These procedures are to begin with the filing of a written statement by the student in person or by certified mail to the faculty member with whom the student has a grievance. The faculty member will have five academic days to provide a written response to the student filing the grievance. However, if the faculty member is not on contract during the summer session they are not required to respond until the start of the fall semester. If the grievance is not resolved at this stage, then the student may advance the grievance to the Chair of the Aviation Department in which the grievance was originated. The Aviation Department will then have five academic days to provide a written response to the student filing the grievance. If the grievance is not resolved at this stage, then the student may advance the grievance to the Dean of the John D. Odegard School of Aerospace Sciences. The JDOSAS will then have five academic days to provide a response to the student filing the grievance. The student has five academic days to forward the grievance to the next level in the event of an unfavorable decision or failure to act at any level.

Grievances not resolved at the level of the academic unit (JDOSAS) may be brought by any of the parties to the Student Academic Standards Committee (Registrar’s Office) within 30 calendar days of the final decision of the academic unit (JDOSAS). Grievances must be presented in writing to the chair of the committee. This written statement should describe the grievance, indicate how it affects the individual or unit, and include the remedy sought from the committee. It will be the committee’s charge to review the academic grievance, consult with all parties significantly involved in the grievance, tape record its proceedings, and make a final decision within a reasonable length of time (not to exceed 20 school days, except upon agreement of the parties or the inability of the committee to make a quorum) after the grievance has been filed. All submitted documents will be made a permanent part of the student’s educational record. A copy of the decision will be sent to the originator of the grievance, the dean of the unit involved, and those against whom the grievance originated. The decision of this committee is the final step in the University Academic Grievance process.