Student and faculty member discuss incident

No resolution reached

Faculty member must inform student about the next level of appeal

Within 3 weeks of student notice

More than 3 weeks from student notice

Student sends written explanation to Department Chair (or designee)

Chair gathers information from faculty member and meets with student to discuss case

Resolution reached

Chair must inform student about the next level of appeal

Within 3 weeks of student notice

More than 3 weeks from student notice

Student requests that grievance be elevated to the College level

End of process

Chair immediately forwards all grievance materials to the Assistant Dean in the CAS Grad and UG Office (BEH 201)

Within 3 weeks of Chair notice

College Committee (Faculty and student may attend and both will receive final decision)

Within 3 weeks of student notice

UGS Committee initiated. Only if procedural error is identified in previous process

End of process

More than 3 weeks from student notice

Tip #1: Align your syllabus with USF Policy and revise areas of confusion after each term. Ask your colleagues to review your syllabus.

Tip #2: Be explicit about grading practices (both qualitative and quantitative).

Tip #3: Meet with students to discuss their concerns and send a follow-up e-mail confirming key points from your discussion.

Tip #4: Assume that any written communication (e-mail or hard copy) is public record. Stick to the facts and don’t respond defensively.

Tip #5: The burden of proof is on the faculty member for issues of academic integrity while all other issues place the burden of proof on the student.

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


An “academic grievance” is a claim that a specific academic decision or action that affects a 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.

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