

## 1. PURPOSE

The purpose of this academic policy statement is to provide students with procedures for resolving academic grievances in a prompt and equitable manner.

## 2. GENERAL

2.01 Under the provisions of this policy, academic grievances include disputes over:

- a. Course grades, except cases of academic dishonesty (see Academic Policy Statement 810213 for procedures in cases of academic dishonesty);
- b. Unauthorized class absences or tardiness;
- c. \_\_\_\_\_.; and/or
- d. Withdrawal or suspension of privileges related to degree-required clinical rotation, internships, or other clinical service delivery in professional degree programs.

2.02 Allegations, questions, or appeals involving academic dishonesty (e.g., cheating, plagiarism, collusion, and/or abuse of resource materials) will be processed in accordance with the procedures set forth in Chapter VI of the Rules and Regulations, Board of Regents, The Texas State University System and addressed under Academic Policy Statement 810213 Procedures in Cases of Academic Dishonesty.

2.03 The aggrieved student is ent12 Tf5ieoi091t411(C)-287(Un,(he)4( )-3student)-366((c)4()60(pp9(e)4(ta)

2.04 Degree programs in professional fields, including those associated with clinical settings, licensing, certification, and/or accreditation, may propose internal academic grievance procedures for matters including, but not limited to those listed in 2.01.d above. Once approved and signed by the Provost and Sr. Vice President for Academic Affairs, the program grievance procedures shall govern 2.01.d matters in that department and be the final authority over academic grievances in that program.

### 3. COLLEGE ACADEMIC REVIEW PANEL

3.01 There shall be in each college a standing college Academic Review Panel. The members of the panel shall be chosen by procedures established by the college dean. The panel will consist of three (3) faculty members and two (2) student members. The chair of the panel will be selected from the panel members by the appointees to the panel. A department/school chair/director or any party to the appeal being heard may not serve on the panel. At least two (2) faculty members and at least one (1) student member must be present for action to be taken.

3.02 The Academic Review Panel will proceed to hear an appeal of the decision on an alleged grievance only after the procedures outlined in paragraphs 4.01 through 4.04 below have been exhausted.

3.03 The Academic Review Panel will hear only appeals involving disputes over those matters set forth in paragraph 2.01.a through 2.01.d of this policy. Appeals regarding University/college degree requirements or student misconduct will not be addressed by the panel.

### 4. PROCEDURES

The steps below are to be followed in pursuing an academic grievance (Sec 2.01, a-d):

4.01 The student must first grieve to their instructor for a resolution of the matter and must do so in writing within ten (10) working days (working days are defined as Monday through Friday when the University is open) following the posting of the grade, the absence or tardiness, or the alleged conduct. The *Academic Grievance Procedures for Students Grievance Form* may be found at this [link](#).



- 4.06 If a student wishes to appeal the Academic Review Panel recommendation, they must, **within ten (10) working days** recommendation to the college dean, request in writing that the grievance be forwarded to the college dean in whose college the dispute arose for review and decision. The Academic Review PanBT/Fa7.42 Tm0 g1r42q0.00000912 0 612 792 rsha614 0 0 1 196.01 600.7 Tm0

**CERTIFICATION STATEMENT**

This academic policy statement (APS) has been approved by the reviewer listed below and superseded.

<b>Original:</b>	August 23, 1990	<b>Review Cycle:</b>	Five years*
<b>Reviewer:</b>	Academic Affairs Council	<b>Review Date:</b>	Spring 2027

<b>Approved:</b>	<signed>	<b>Date:</b>	12/19/2022
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