

Department of Sociology  
Student Academic Grievance Policy

I. Chair's\* Responsibilities under the Student Academic Grievance Policy:

a. Hear initial student grievance.

1. Ascertain if student is familiar with the student grievance procedure; if not, refer student to appropriate documentation. Note: student has 5 weeks to file a grievance with the department. The count begins at the time of the "triggering event" (grade, action, etc. as defined by the Undergraduate Catalog). This time can be extended if a.2. is delayed due to instructor availability.

2. Ascertain if student has previously discussed their grievance with the instructor (per the Undergraduate Catalog grievance procedure). If not, refer student back to the instructor for discussion.

b. Upon verification from the instructor that the student has discussed their grievance with them and no resolution has occurred, ascertain whether student has appropriately completed the Grievance Form (see attachment).

c. Form an Ad Hoc Student Grievance Committee (ASGC), per the structure detailed below, within 7 working days of receipt of an appropriately completed Grievance Form. The list of committee members will be given to the student who may note concerns. Note: Working days include days where the university is in session and faculty are on contract.

d. Forward appropriately completed forms and any related materials to the members of the ASGC.

e. Upon receipt from the ASGC of their finding, make a final statement of decision for the Department of Sociology and inform the student, the instructor and the Chair of the ASGC this statement. If warranted, refer student to the College grievance procedure.

\*If the grievance is against the Chair, the Chair of the Executive Committee will assume her/his duties.

II. ASGC Structure

As an Ad Hoc Committee, it is appointed by the Chair of the Department. We recommend the following composition of voting members:

3 Faculty (unless an Advisor is placed on the committee due to policy issues in lieu of one faculty member). Faculty will be appointed from a list of six faculty gathered at the beginning of each fall semester by a solicitation process initiated by the Undergraduate and Graduate Committee

Chairs (who will identify three faculty each). These six faculty will serve on a rotating basis on any grievances. Note conflict of interest statement concerns, below.

1 student at peer level . Officers of existing student structures in Sociology (undergraduate/graduate student organizations) will be solicited for ASGC members. Note conflict of interest statement concerns, below.

1 Advisor, from among Sociology and ISS.

Note: It is in the best interests of the department to ensure a fair process. To avoid any appearances of impropriety, committee members should recuse themselves from any grievance procedures where they perceive a potential conflict of interest.

III. Members of the ASGC will sign a statement of confidentiality upon placement on the committee:

*I agree that my actions shall be in concordance with the University's Grievance Procedure as contained in the Undergraduate Catalog (2011-2012, p. 54),*

*"All deliberations shall be in private and held confidential by all members of the Committee."*

IV. Committee Responsibilities:

- a. One faculty/advisor member of the committee, on a rotating basis, will serve as Chair and take responsibility for coordinating meetings and drafting the final recommendations. The Committee must commence its work within 10 working days of receipt of the grievance.
- b. Review written grievance from the Grievance Form and any accompanying documentation.
- c. Request additional documentation as necessary from the parties.
- d. Offer a separate hearing for the student and the instructor to make statements or present evidence regarding the grievance.
- e. After a thorough review assessing the preponderance of the evidence, culminating in a majority vote, the committee will provide a written finding and recommendation to the Chair regarding the grievance.

## Student Grievance Form

Please fill this form out completely and return to the Chair of the Department of Sociology, CPR 209.

### I. Student Grievant Information

Name: \_\_\_\_\_ U Number: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

### II. Course and Instructor Information

Instructor Name: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_

Semester/Yr: \_\_\_\_\_

### III. Grievance

Explain your grievance and your proposed resolution in a brief, typed statement and attach it to this form.

Note that “[a]n ‘academic grievance’ is a claim that a specific academic decision or action that affects that 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” (USF Policy 10-002 in the *2011-12 Undergraduate Catalog*).

### IV. Supporting Documentation

Attach evidence of your claim, including course syllabus, relevant assignments, grading rubrics, etc.