

## **Academic Grievance Procedure for Graduate Students**

Students who believe that their Academic rights have been infringed upon or that they have been treated unjustly with respect to their academic program are entitled to a fair and impartial consideration of their cases through an academic grievance process. They should do the following to effect a solution:

1. Present the case to the professor, professors or concerned parties within five working days of the grievance, in an informal conference.
2. If the student believes that the solution is not appropriate, he or she may submit the grievance in writing to the coordinator of the program within five working days after speaking to the professor, professors or concerned parties. The coordinator will answer the student within 5 working days.
3. If the student believes that the solution presented by the coordinator is not appropriate, he or she may submit the grievance, in writing to the Dean of the School or Director of the Department within five working days after receiving a written solution from the coordinator. The Dean or director will have five working days to answer the student.
4. If the student believes that the resolution facilitated by the Dean or Director is not appropriate, the student can appeal to the VP for Academic Affairs within five working days after receiving a written decision from the Dean or Director. The VP for Academic Affairs will ask the Graduate Council to make a decision about the case within fifteen working days after the appeal to the VP for Academic Affairs.
5. If the student believes that the resolution by the Graduate Council is not appropriate, the student can appeal to the President of the Institution within five working days of the resolution by the Graduate Council. The decision by the President is final. The President will inform the student within five working days after receiving the student's appeal.