

Academic Grievance

The University of Toledo Policy on Academic Grievance:

3364-71-05 Academic Grievance

If a student feels that there has been some problem or grievance in a course, that student needs to follow the college policy for determining student grievances:

Student must meet with the Instructor first to discuss the problem. The exceptions to this first step involve sexual or other forms of harassment.

Meet with the Department Chair if the student is unable to settle the grievance with the Instructor.

Meet with the Associate Dean of the College of Natural Sciences and Mathematics if the meeting with the Department Chair did not settle the grievance. The Associate Dean will discuss the problem with the student and seek information from the Department Chair and the instructor before making recommendations to resolve the grievance.

Petition the NSM Council Committee on Academic Grievance if no resolution has been reached in the previous meetings. The petition the student presents must be written and

College of Natural Sciences and Mathematics *Student Academic Grievance Request Form*

This form is required to initiate an academic grievance in accordance with the student's right to due process as indicated in **The University of Toledo Policy on Academic Grievance Policy #3364-71-05** and the **NSM Policies and Procedures**. This form is to be submitted to the instructor of record and a copy to the Department Chair within 5 class days of your knowledge of being charged with an academic conduct violation or being informed of a grade you wish to protest.

Name: _____ Rocket Number: _____

Signature: _____

Email: _____ Phone Number: _____

Date of Occurrence: _____ Date Form Submitted: _____

Course and Section Number: _____ Semester: _____

Instructor Name: _____

Type of Grievance: