

**SOUTHERN UNIVERSITY - BATON ROUGE
OFFICE OF ACADEMIC AFFAIRS
STUDENT ACADEMIC GRIEVANCE PROCEDURES**

Each student at Southern University may seek redress in academic decisions when they believe the decision is unfair or ungrounded. It is the purpose of this grievance procedure to provide prompt and equitable resolution to student academic grievances. **Classroom related matters should be subjected to these procedures only when the grievance cannot be settled in the ordinary course of immediate post-class discussion.**

PROCEDURE FOR OBTAINING REDRESS TO GRIEVANCES

At every level of administrative review, a grievance must show date of submission, date received by the reviewing level, date of response by the reviewing level, and the signatures of the person filing the grievance and the responding party.

A. Grievance forms are available in each academic department, through a college dean, through the Office of Academic Affairs, or on the SUBR web site (www.subr.edu) under the link for Academic Affairs. The student shall submit a grievance in writing to the immediate supervisor at which the incident occurred. The completed form, with all supporting documents, shall be submitted within three (3) working days subsequent to the occurrence of the incident precipitating the grievance. Grievances must be filed at the departmental and college level within the academic area where the incident occurred. **For the purpose of these procedures, the levels of administrative hierarchy and the order of filing a grievance are: 1) Department Chair or Director, 2) Dean, 3) the Vice Chancellor for Academic Affairs (or designee), and 4) the Chancellor (or designee).**

B. The immediate supervisor shall meet with the student and respond expeditiously, in writing, to the grievance submitted, but no later than three (3) working days after receipt of the grievance. The number of days (three working days) indicated at each step shall be considered a maximum, and every effort will be made to expedite the process. The time limits specified shall apply to both the person filing the grievance and the Administration, and may be extended by mutual written agreement.

C. If the grievance is not resolved, the student may seek redress within three (3) working days at the next level in the administrative hierarchy. The three (3) working days begin at the time that the student is informed, in writing, of the decision of the administrative level at which the grievance is being reviewed. However, the time line may be extended by mutual written agreement.

D. In the absence of a resolution to the grievance at any level, the person filing the grievance may seek redress at the next level in the administrative hierarchy within three (3) working days following the written decision by the level of review. If the grievance is not

resolved at the Vice Chancellor's level, the grievance, with all supporting documents including responses and decisions at each level, will be forwarded by the Office of Academic Affairs to the Chancellor for review. The Chancellor (or designee) shall meet with the student and shall respond in writing to the grievance no later than three (3) working days after receipt of the grievance.

ORDER OF ADDRESSING GRIEVANCES

1. A special conference between the teacher and the student should be arranged under optimum conditions.
2. If the matter remains unsolved, it should be brought (in writing on the grievance form) to the teacher's department chair or director.
3. If no resolution is possible at the departmental level, the matter should be brought by the person filing the grievance (in writing on the grievance form) to the teacher's dean.
4. If no resolution is possible at the dean's level, the matter should be brought by the person filing the grievance (in writing on the grievance form) to the Office of Academic Affairs.
5. If no resolution is possible at the level of the Vice Chancellor for Academic Affairs, the matter will be forwarded by the Office of Academic Affairs to the Office of the Chancellor. The decision of the Chancellor shall be final.

Three (3) working days, from the receipt of a grievance, shall be allowed for a response in each of the steps listed above.

It is suggested that these procedures be used sparingly. When it is necessary to file a grievance, all the skills in human relations should be mustered to effect an equitable and lasting solution at a level as close to the originating source as possible.

These operational procedures are designed to bring greater order and effectiveness to the teaching/learning process. **They should be recognized as guides to the enhancement of excellence in the academic program and are expected to be followed whenever a grievance exists.**

ACADEMIC DISHONESTY

Academic dishonesty is an offense against the University. A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action, but it is also relevant to the evaluation of students' performance levels. This form is **NOT** to be used for academic dishonesty. Academic dishonesty cases are handled in accordance with the Southern University and A&M College Code of Student Conduct.

SOUTHERN UNIVERSITY - BATON ROUGE
OFFICE OF ACADEMIC AFFAIRS
STUDENT ACADEMIC GRIEVANCE FORM
(Please Type)

Department/Unit Where Incident Occurred

Date

Student's Name

Student's ID

Student's Department

Submitted to: _____
Name of Immediate Supervisor

Position

1) In the space provided below, please record the specifics of your grievance, including the date and time the incident occurred and name(s) of person(s) knowledgeable about the incident. Attach additional sheets if needed and all supporting documentation.

2) Relief sought, or desired action:

Signature of Person Filing Grievance: _____ Date: _____

