

## DRAFT – FOR POLICY COUNCIL CONSIDERATION

*This grievance/appeal application was extracted from the Grievance Hearing policy document and is now part of this student-facing document that briefly summarizes key information in the policy and guides students through the process. The removal of the application from the policy will allow the SGHC to make occasional, policy-aligned updates without needing formal approvals (e.g., clarifying instructions for completing the application).*

*The text in black on pp. 1-2 is taken from the policy as currently proposed. The red text adds additional information to help students navigate the process.*

*The application (p. 3) was extracted from the original policy document. The red text indicates intended changes to the application.*

### GRIEVANCE/APPEAL APPLICATION

School of Education  
(Revised August 2022)

The Indiana University School of Education’s Student Grievance Hearing Committee (SGHC) provides a hearing board for any student who

1. Alleges that an incorrect grade (e.g., *instructor miscalculated a grade*) or other action on the part of a member of the faculty or administration (e.g., admission to the Teacher Education Program, approval to student teach) is the result of a procedural error (**a procedural appeal**), or
2. Appeals the action of an instructor taken in response to alleged academic misconduct taking place in a course (an **academic misconduct appeal**) or
3. Believes that their rights, as defined in Part I, A-G, of Indiana [University’s Code of Student Rights, Responsibilities, and Conduct](#) (the *Code*), have been violated by a member of the faculty or administration (**a grievance**) and has followed requisite steps outlined in the [Code](#). In such cases, the Office of Student Conduct will be consulted regarding next steps (i.e., whether the case should be addressed at the campus or school level).

The process outlined here may only be made for procedural appeals, academic misconduct appeals, or grievances, as defined in 1-3 above. The Associate Dean for Undergraduate or Graduate Studies will ensure that the following procedures have been followed and documented. More details about the SGHC and its procedures may be found in the [IU School of Education Policy 19.56](#).

*Before submitting a grievance, procedural appeal, or misconduct appeal, the student must follow the steps (a-e) below. We also encourage students to meet with their academic advisor prior to making a grievance or appeal. For more information on procedures, students may contact the Office of the Associate Dean for Undergraduate or Graduate Studies.*

- a) Whenever a student believes that they have grounds for a grievance or appeal

related to a course, they shall first arrange a meeting with the instructor; whenever a student believes they have grounds for a grievance or appeal for non-course issues, they shall first arrange a meeting with the relevant faculty or staff member to discuss the matter. **If resolution is not reached, the student should write a summary that documents what happened at the meeting, describes what issue(s) are unresolved, and briefly explains what resolution is desired. This summary should be shared with the departmental chairperson or staff supervisor in (b) below.**

- b) A student who believes that they have not received a satisfactory resolution of their concern shall within 15 business days go to the appropriate departmental chairperson or staff supervisor. **If resolution is not reached, the student should write a summary that documents what happened at the meeting and briefly describes the lingering, unresolved issue(s) and desired outcome.**
- c) If the student is still dissatisfied, they may consult with the Associate Dean for Undergraduate or Graduate Studies, as appropriate, within 15 business days after consulting with the departmental chairperson or supervisor. **Their documentation of steps (a) and (b) above should be shared with the Associate Dean.** In very rare cases, a student who feels they have a justifiable reason for not going directly to the person involved and/or the departmental chairperson or staff supervisor, may skip steps a and/or b if the Associate Dean agrees that doing so is justifiable.
- d) If the student is still dissatisfied, within 15 business days they may initiate the grievance procedure by submitting the Grievance/Appeal Application below.
- e) Within 10 business days of application submission, the Associate Dean for Undergraduate or Graduate Studies determines whether the grievance or appeal application falls under the SGHC purview (as defined on page 1 above). If so, then a formal hearing will be initiated within 30 business days. If not, then the decision regarding procedural or misconduct appeals offered by the most relevant unit head (departmental chairperson for course-related appeals, and Associate Dean for other appeals) are final.

The Student Grievance Hearing Committee is convened to hear appeals during the regular academic year (fall and spring semesters) only. The committee does not consider appeals over the summer.

**Special note for grade-related appeals:**

**Appeals are not used to overturn an instructor's professional judgment. Issues dealing with the substantive quality of the student's academic performance and involving intrinsic, professional, academic judgments by a faculty member lie outside the Committee's jurisdiction. Hence, grade appeals that pertain to faculty judgement of the student's work quality (rather than a procedural error) are not heard by the Committee. Such appeals must first be discussed with the faculty member, then the program coordinator (if applicable), and finally with the departmental chairperson. Questions about grade appeal procedures may be directed to the departmental chairperson, or if that is not feasible, to the Associate Dean for Undergraduate or Graduate Studies, as appropriate.**

## Application for Student Grievance/Appeal

**Instructions:** Provide all information requested completely and attach any documentation needed to consider the grievance or appeal. The information contained in this application is not shared with anyone outside the grievance/appeal process without your express permission. SGHC members are not allowed to discuss cases except within the context of the grievance/appeal process.

For more information on procedures, contact the Office of the Associate Dean for Undergraduate or Graduate Studies. At any time, assistance may be sought from the Student Advocates Office (<https://studentaffairs.indiana.edu/student-support/advocates/>).

1. **Date:**
2. **Name:**
3. **University ID Number:**
4. **Telephone Number:**
5. **IU E-Mail Address:**
6. **Student Status (undergraduate or graduate):**
7. **Is this case a (1) procedural appeal, (2) academic misconduct appeal, or (3) grievance?**  
*(Reminder: grade appeals are outside the Grievance Hearing Committee's jurisdiction, as noted above).*
8. **Name of instructor, staff member and/or office involved with this grievance/appeal (include course number, section number, and semester, if applicable):**
9. **Explain why you think a grievance or appeal is justified, as well as steps you have taken to resolve the matter. Specifically, include the following:**
  - a. **A brief description of the reason for your grievance or appeal:**
  - b. **Date and brief summary (a few sentences) of meeting with the instructor or office involved:** *[Example: On November 7, 2022, I met Dr. Blake in her office. I acknowledged that I did not correctly cite 2 quotes in my paper, and I understand this can be considered plagiarism. I told her that I think failing me in the course is overly harsh for an accidental case of plagiarism, but she disagreed.]*
  - c. **Date and brief summary of meeting with departmental chairperson or staff supervisor (note: the chairperson may ask you to speak with the program or course coordinator first – if so, summarize that meeting as well):**

- d. Date and brief summary of meeting with the relevant Associate Dean (undergraduate or graduate):
  - e. Provide a summary statement of the desired outcome you wish as the result of this grievance or appeal:
  - f. Attach supporting documentation (e.g., e-mail messages, syllabus).
10. If you elect to have an **advocate** with you at the hearing, and the advocate has agreed to attend, provide the name, e-mail address, and person's role (e.g., academic advisor, personal advisor, Student Advocate, legal counsel):
11. On request, the SGHC chairperson will also appoint one Student Grievance Hearing Committee faculty member to explain the hearing process to you. Indicate here whether you wish such an advisor or not: (yes) (no)