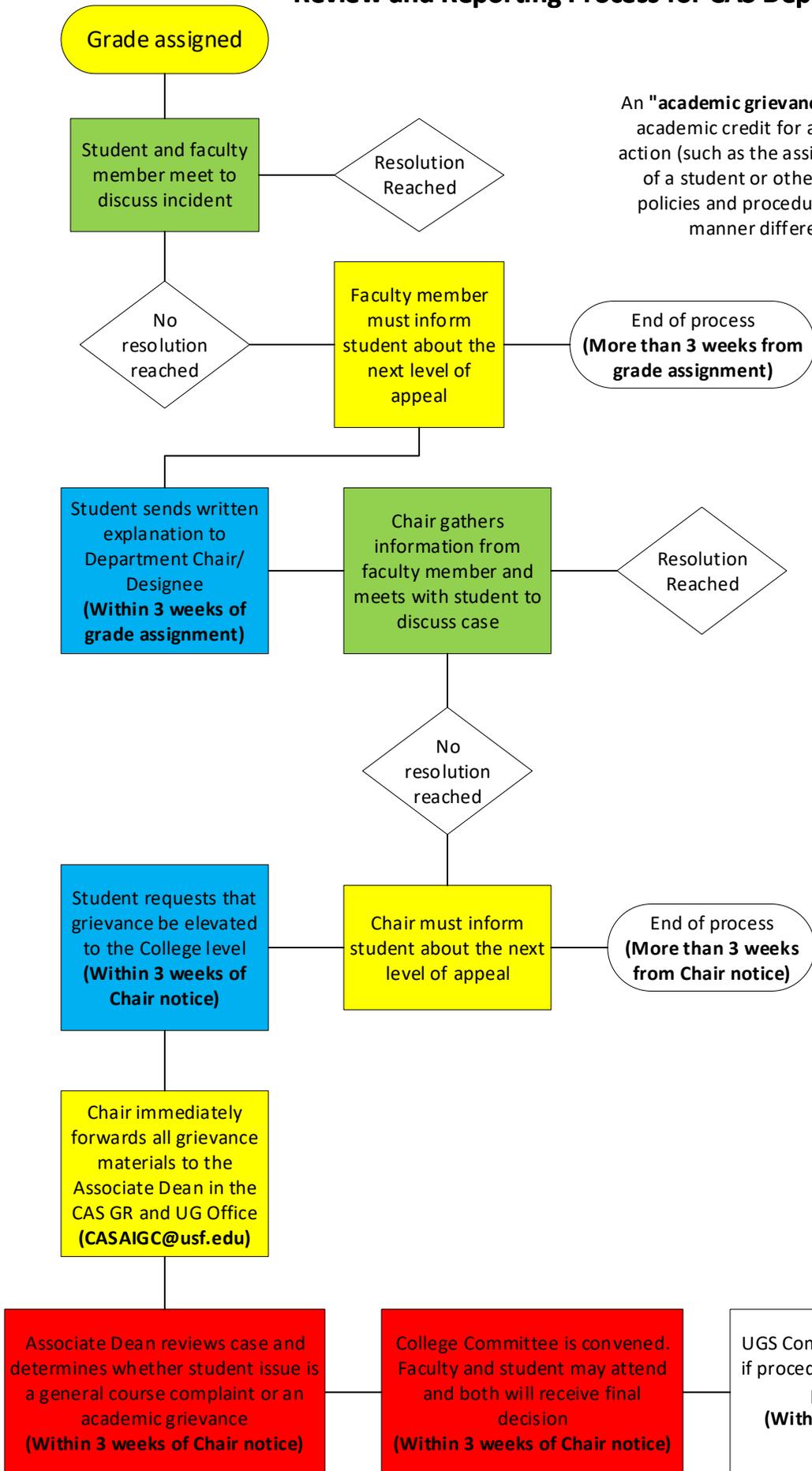


USF Policy 10-002 - Academic Grievance Procedure for Students

<https://usfweb.usf.edu/generalcounsel/>

Review and Reporting Process for CAS Departments



An "academic grievance" is a claim by an enrolled student receiving academic credit for a course that a specific academic decision or action (such as the assignment of a final grade or academic dismissal of a student or other grade assignment) has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students.

Yellow indicates faculty or Chair action
 Blue indicates student action
 Green indicates faculty/Chair and student action
 Red indicates College level action

Tip No. 1: Align your syllabus with USF Policy and revise areas of confusion after each term. Ask your colleagues to review your syllabus.

Tip No. 2: Be explicit about grading practices (both qualitative and quantitative).

Tip No. 3: Meet with students to discuss their concerns and send a follow-up email confirming key points from your discussion.

Tip No. 4: Assume that any written communication (email or hard copy) is public record. Stick to the facts and don't respond defensively.

