

## PECK SCHOOL OF THE ARTS

### UNDERGRADUATE GRIEVANCE AND APPEAL PROCEDURES

Students may initiate a grievance/appeal in the following instances:

1. Adverse decisions in an academic matter (e.g. dropping a course, grades, etc.).
2. Any class related matter.

### PROCEDURES

- Step 1.** The student discusses the grievance/appeal with the faculty member involved. This discussion must take place within a maximum of 30 working days of the action that prompted the grievance/appeal.
- Step 2.** If dissatisfied with the Step 1 decision, the student may appeal to the departmental chairperson. Such an appeal must be made within a maximum of 10 working days from the date of the Step 1 decision. (If the grievance/appeal involves the chairperson, Step 2 is omitted and the student may proceed with the appeal as described in Step 3.)
- Step 3.** If dissatisfied with the Step 2 decision, the student may appeal to the chairperson of the Departmental Grievance and Appeals Committee of the department involved. Such an appeal must be made within a maximum of 10 working days from the date of the Step 2 decision.
- Step 4.** If dissatisfied with the Step 3 decision, the student may appeal in writing, and in person if he/she wishes, to the chairperson of the Peck School of the Arts Academic Appeals Committee. Such an appeal must be made within a maximum of 10 working days from the date of the Step 3 decision. A written statement of the decision on the appeal is provided to the student, to the faculty member responsible for the initial decision, and to the Peck School of the Arts Director of Student Services.
- Step 5.** If dissatisfied with the Step 4 decision, the student may appeal in writing, and in person if he/she wishes, to the Dean of the Peck School of the Arts or the Dean's designee. This appeal must be made within a maximum of 10 working days from the date of the Step 4 decision.

At each level of the appeal procedure, it is expected that a a reply will be given to the student within a reasonable period of time.