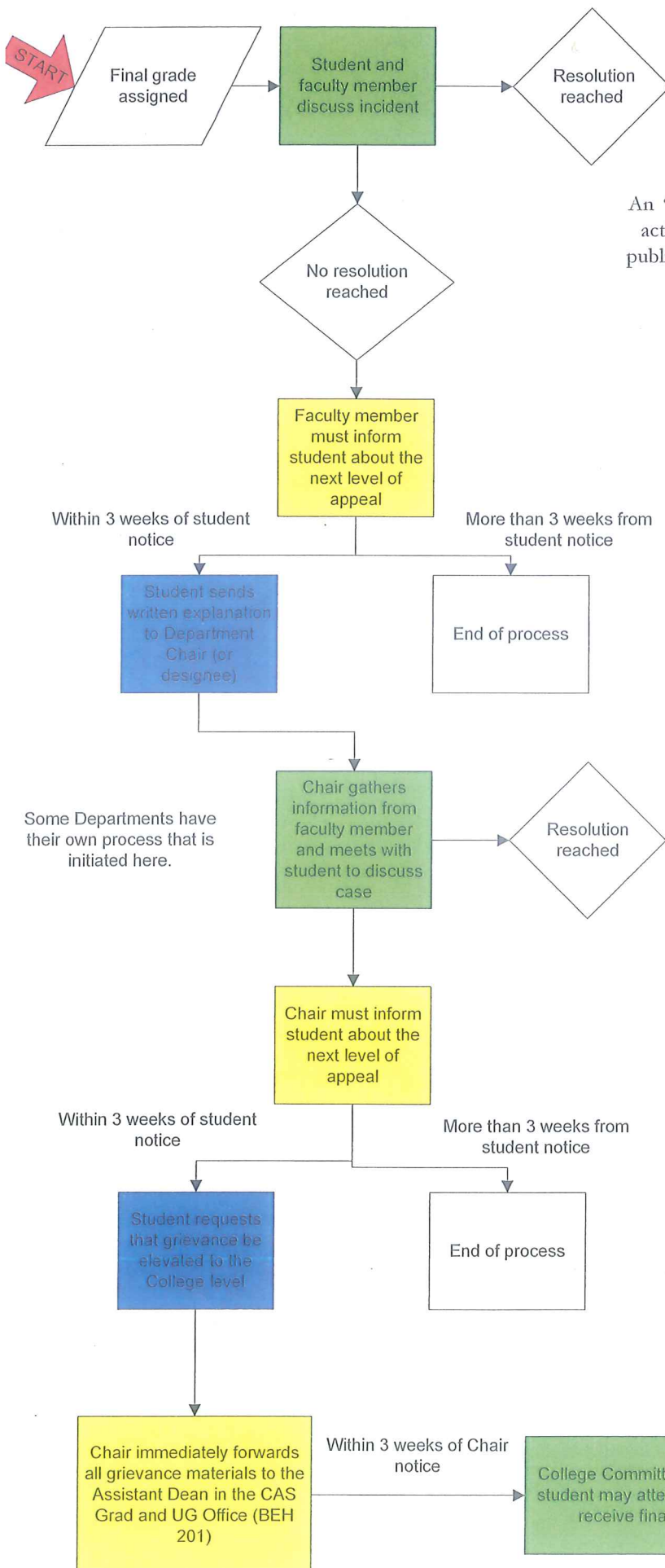


Academic Grievance Procedure--Department (USF Policy 10-002)

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-002.pdf>

An *“academic grievance”* is a claim that a specific academic decision or action that affects that student’s academic record or status 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/ chair action
 Blue indicates student action
 Green indicates faculty/ chair and student action

Tip #1: Align your syllabus with USF Policy and revise areas of confusion after each term. Ask your colleagues to review your syllabus.

Tip #2: Be explicit about grading practices (both qualitative and quantitative).

Tip #3: Meet with students to discuss their concerns and send a follow-up e-mail confirming key points from your discussion.

Tip #4: Assume that any written communication (e-mail or hard copy) is public record. Stick to the facts and don't respond defensively.

Tip # 5: The burden of proof is on the faculty member for issues of academic integrity while all other issues place the burden of proof on the student.