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](http://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.
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.

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2) Relief sought, or desired action:

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Signature of Person Filing Grievance: ______________________ Date: ____________________
RESPONSES

STEP ONE

Decision of the Department Head:

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Signature of the Department Head: ____________________________ Date  ______________

STUDENT ANSWER (Circle one, sign and date)

(a) I am satisfied with the answer to my grievance.
(b) I am not satisfied with the answer to my grievance and wish to take it to the next step.

Signature of Person Filing Grievance: ______________________ Date: ____________________
STEP TWO

Decision of the Dean of the College/School Where Incident Occurred:

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Signature of the Dean: ________________________________  Date ______________

STUDENT ANSWER (Circle one, sign and date)
   (a) I am satisfied with the answer to my grievance.
   (b) I am not satisfied with the answer to my grievance and wish to take it to the next step.

Signature of Person Filing Grievance: ______________________ Date: ____________________
STEP THREE

Decision of the Vice Chancellor for Academic Affairs:

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Signature of the Vice Chancellor: ____________________________ Date ______________

STUDENT ANSWER (Circle one, sign and date)
(a) I am satisfied with the answer to my grievance.
(b) I am not satisfied with the answer to my grievance and wish to take it to the next step.

Signature of Person Filing Grievance: ______________________ Date: ____________________
STEP FOUR

Decision of the Chancellor:

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Signature of the Chancellor: ____________________________  Date ______________

STUDENT ANSWER (Circle one, sign and date)
(a) I am satisfied with the answer to my grievance.
(b) I am not satisfied with the answer to my grievance and wish to take it to the next step.

Additional sheets may be used as needed to explain the grievance and/or any decision.

Issued: 11/30/1995
Updated and Approved/Vice Chancellor for Academic Affairs: 07/16/2005