



Student Academic Grievance Procedures

Adapted from the GVSU Catalog

What should I do if I have a concern about a procedure, policy, or grade in a mathematics course?

GVSU's processes for dealing with student concerns are based on two principles: first, that resolution should be sought at the lowest possible level; and second, that pathways of appeal exist for both faculty members and students.

In keeping with these principles, the first step in addressing a concern pertaining to a particular course is to talk to the instructor of the course.

If you are not able to resolve your concern by talking with the instructor, then you should make an appointment to meet with the Chair of the Mathematics Department. The Chair may be able to work with you and the instructor to resolve the concern informally, or you may choose to file a formal grievance. If you choose to file a grievance, you will need to describe your concern in writing and explain exactly what resolution you would like. The Chair will then conduct an investigation and communicate his decision in writing to both you and the instructor.

If you are not satisfied with the Chair's decision, then you may appeal further to the Dean of the College of Liberal Arts and Sciences. Further information on the appeal process is described in the GVSU Catalog.

How long do I have to file grievance or appeal a decision on a grievance?

You have until the end of the next semester to formally file a grievance. So, for instance, if you have a concern about grade in a course during the fall semester, you have until the end of the winter semester to appeal the grade by filing a formal grievance. Once your grievance has been decided and you have been notified of the decision, you have 30 days to file a further appeal.

Who should I contact if I have further questions?

If you have further questions, please contact the Chair of the Mathematics Department. See <http://www.gvsu.edu/math/departement-chair-and-staff-37.htm> for contact information.