



ACADEMIC GRIEVANCE PROCEDURES FOR STUDENTS – GRIEVANCE FORM

This form supports [Academic Policy Statement 900823 Academic Grievance Procedures for Students](#). Refer to the policy for details on what constitutes an academic grievance and/or the process. (For cases of academic dishonesty, refer instead to [Academic Policy Statement 810213: Procedures in Cases of Academic Dishonesty](#).)

Date(MM/DD/YYYY):	<input type="text" value="12/15/2023"/>	SHSU ID No.:	<input type="text"/>
Instructor Name:	<input type="text" value="REDACTED"/>	Student Name (Last, First, MI):	<input type="text"/>
Department:	<input type="text" value="Art"/>	SHSU Email:	<input type="text"/>
Course CRN:	<input type="text"/>	Current Phone:	<input type="text"/>
Course & Section:	<input type="text" value="ARTS"/> <input type="text" value="REDACTED"/>	Semester & Year :	<input type="text" value="fall 2023"/>

This appeal is for:

- ☒ Course grades
 ☐ Instructor's alleged unprofessional conduct
☐ Unauthorized class absences/tardiness
 ☐ Withdrawal/suspension of privileges (professional degree programs)

Please describe in detail the reason for your appeal. Details should include specifics such as the nature of your appeal, the reason for your appeal, any relevant details, and/or specific communications related to your appeal.

Please describe in detail the reason for your appeal.

Please describe what remedy you are requesting.

I had an electrical issue that caused me to lose what i had prepared for my final, so i turned in what wasn't lost or corrupted. i had put a small addendum with the first turn in, that i was working to correct my final and planned to turn in a revised version with the missing scenes, which i did a few hours later, the instructor only used the first one without little elaboration or acknowledgment of the situation.

To have the course instructor to revise the final grade using the second submission to base the grade on.

	<u>Signature & Date</u>	<u>Recommended Action/Decision</u>
Student	_____	
Instructor	_____	<u>Final grade average was not affected</u>
Department Chair/School Director	_____	<u>Final grade average was not change</u>
College Academic Review Panel Chair	_____	<u>Final grade average was not change</u>
College Dean	_____	<u>Grade change is not recommended</u>
Provost & Senior Vice President for Academic Affairs	_____	_____

To submit in person, print and sign, and then physically deliver to the person to whom you are appealing. To submit electronically, use the Adobe Sign and Fill option to digitally sign, then email to your instructor from your official SHSU email address. Forms submitted from a non-SHSU email address will not be considered as initiated nor valid, per University policy.



Each level of appeal must be in writing; use of this form at Level II or higher stages is not compulsory but recommended. In almost all cases, ***first attempt to resolve this with your instructor***. For all appeal levels, when you do not appeal to the next level, on the 11th working day, any academic penalty imposed by the previous reviewer is enacted.

- I. Level I (initial) appeal should be **addressed to the instructor, in writing, and filed within 10 working days** following the posting of the grade, absence or tardiness, or commission of alleged conduct.
 - a. The instructor arrives at a final decision on the matter and **responds to the student, in writing, within 10 working days** following receipt of the appeal.
 - b. If the instructor and the student arrive at a resolution, the process stops here.
 - c. If the student remains aggrieved, the student may choose to pursue Level II.
- II. Level II appeals should be addressed to the **department chair or school director (where the course resides), in writing, and filed within 10 working days or when the decision from the instructor was due.**
 - a. All Level I documentation must be included with Level II appeals.
 - b. The department chair/school director arrives at a final decision on the matter and **responds to the student, in writing, within 10 working days** following receipt of this form and all Level I backup documentation.
 - c. If the student remains aggrieved, the student may choose to pursue Level III.
- III. Level III appeals should be addressed to the **office of the dean of the college, Academic Review Panel (or ARP), in writing, and filed within 10 working days or when the decision from the chair/director was due.**
 - a. All Level I and II documentation must be included with Level III appeals.
 - b. The ARP will investigate the alleged grievance and present findings and recommendations **to the student and other relevant parties, in writing, within 10 working days** following receipt of this form and all Level I and II backup documentation.
 - c. If the student remains aggrieved, the student may choose to pursue Level IV.
- IV. Level IV appeals should be addressed to the **dean of the college, in writing, and within 10 working days of receiving the decision from the Academic Review Panel.**
 - a. The ARP will forward all documents pertaining to the matter to the dean.
 - b. The dean will review the dispute, arrive at a decision, and **inform the student, instructor, and the administrators participating in the appeals process of the decision and disposition of the matter 10 working days** following receipt of this form and all backup documentation.
 - c. If the student remains aggrieved, the student may choose to pursue Level V.
- V. Level V appeals, regarding the dean's decision, should be addressed to the **Provost and Senior Vice President for Academic Affairs, in writing, and within 10 working days of receiving the decision from the dean of the college.**
 - a. The Provost will receive all prior documentation related to the case and will **inform all parties of the decision, in writing, within 10 working days** of receipt of the appeal.
 - b. **The Provost's decision is final.**

To: [REDACTED]


Mon 12/11/2023 3:04 PM

Hi [REDACTED]

I had a student in my office today who was complaining about his grade. [REDACTED] was upset that you did not accept a late assignment which I told him is not unusual if he was given a clear date. The other complaint was that his render crashed, and he turned in the finished version of his final late. I think if you just send him a response about why he got the grade he got, then he will be happy. I am sorry to bother you with this, but I wanted to make you aware.

[REDACTED]
Professor of Art, Photography
Sam Houston State University
936.294. [REDACTED]

To: [REDACTED]

Cc: [REDACTED]


Mon 12/11/2023 8:59 PM

Professor [REDACTED] told me that you have a concern about your grade in my courses this semester.

Referring to ARTS [REDACTED], the grade you received was due to not turning in projects on time, attendance, and not completing any of the [REDACTED] projects. You turned in 2 of the [REDACTED] projects past the late acceptance period and the last day of class so those would not be accepted for a grade.

As for ARTS [REDACTED] I graded your final and deducted points due to not meeting the time requirements, quality of the [REDACTED] etc. Your final grade in the course was a C.

If you have further questions please let me know.
Best,

[REDACTED]
Assistant Professor of Art
[REDACTED]

To: [REDACTED]

Mon 12/11/2023 9:09 PM

Hi Becky,
I included you in the email to [REDACTED]. He is a student who was absent [REDACTED] this semester. I believe [REDACTED]. He tended to leave halfway through class and miss out on announcements and other information. I explained the reasoning for his grades in the email I sent to him. I made it very clear in class and when I assigned the project I would not accept late work.
Given that – he turned in his project for [REDACTED] ARTS [REDACTED] late and I still accepted it and graded it. [REDACTED]. That project was unfinished and did not meet the time requirements of the project. He turned in what I presume to be a finished version 11 hours later. But I did not review it. The student still passed the course with a C.
[REDACTED] requested for me to accept his final project for ARTS [REDACTED] this was 24 hours past the original due date. I informed him I was not accepting late work for the final. His response was [REDACTED].

Please let me know if you need anything else, have a great break.
Best,

[REDACTED]
Assistant Professor of Art
[REDACTED]

To: [REDACTED]

Thu 12/14/2023 12:34 PM

Hi there Professor. [REDACTED] I was wondering if you were the person I spoke with Monday afternoon at the art building?
If so I would like to speak to you about the situation with my [REDACTED] either in person or via email
thank you

To: [REDACTED]

Thu 12/14/2023 3:16 PM

900823+Academic+Grievanc...
861 KB

Here is the academic grievance policy.

Interim Chair, Department of Art
Professor of Art, Photography
Sam Houston State University

To: [REDACTED]

Cc: [REDACTED]

Wed 12/13/2023 10:41 PM

Yes, I did. Your video turned in at [REDACTED] is the one I graded.

Your grade received was largely due to the time of the [REDACTED]. You submitted approximately [REDACTED] required for the assignment. Additionally, the [REDACTED] could be improved with [REDACTED]. I did not see much [REDACTED]. The [REDACTED] missing are the biggest factor as I mentioned before that affected your grade.

Have a good break.

Best,

Assistant Professor of Art
Animation

From: [REDACTED]@SHSU.EDU>
Sent: Wednesday, December 13, 2023 10:09 PM
To: [REDACTED]
Subject: Re: student issue

Hi there Professor, [REDACTED] I was wondering if you have received my previous email?

To: [REDACTED]

Cc: [REDACTED]

Hi [REDACTED]

After discussing your progress and work in the course with Professor [REDACTED], I do believe that the final course grade is fair. Please let me know if you have any additional questions.

Interim Chair, Department of Art
Professor of Art, Photography
Sam Houston State University

[Redacted]
To: [Redacted]

Wed 12/20/2023 9:48 AM

[900823+Academic+Grievance+Form+for+Students \[Redacted\].pdf](#)

hi there been a while i've been busy of sorts but now have gotten around to finishing this i have a question what do i fill in for the Reference No ?

[Redacted]
To: [Redacted]
Cc: [Redacted]

Wed 12/20/2023 3:18 PM

900823+Academic+G...
874 KB

Hi [Redacted]

You do not need to fill in the reference number. I asked Professor [Redacted] to review your second submission and let me know if the addition of that grade would change your final course grade when averaged together. He did this and the addition of your final project (including the second submission) did not bring your grade up enough to change the final letter grade for the course.

[Redacted] I am attaching my signed version of the academic grievance with my findings. Please let me know if you have any questions. Have a great break!

[Redacted]
[Redacted]
Interim Chair, Department of Art
Professor of Art, Photography
Sam Houston State University
[Redacted]

[Redacted]
To: [Redacted]

Wed 12/20/2023 3:23 PM

ah that's unfortunate I'd still like to have the grade changed it's more on the principle now i guess
thank you

Outlook

Re: academic grievance form

From: [REDACTED]@shsu.edu>

Date: Wed 12/20/2023 6:23 PM

To: [REDACTED]@SHSU.EDU>; [REDACTED]@SHSU.EDU>; [REDACTED]
[REDACTED]@shsu.edu>

Have you spoken with the instructor about this situation? If not, that happens next. My signature comes after that step. (Note how the form is to be routed.) Have you conferred with Associate Dean [REDACTED] in the CAM Office? If not, he should be your contact if the grievance needs to move forward after speaking with the instructor of record about your request.

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: [REDACTED]@SHSU.EDU>

Sent: Wednesday, December 20, 2023 1:41:40 PM

To: [REDACTED]shsu.edu>

Subject: academic grievance form

Hi there [REDACTED] I was informed that I'm supposed to have you review and sign this form for an academic grievance

 [900823+Academic+Grievance+Form+for+Students+\[REDACTED\].pdf](#)

please let me know if anything seems wrong with it I'll try my best to correct any mistake on the form

thank you

Outlook

RE: academic grievance

From [REDACTED]@SHSU.EDU>

Date Thu 12/21/2023 2:49 PM

To [REDACTED]@shsu.edu>; [REDACTED]@SHSU.EDU>; [REDACTED]
[REDACTED]@SHSU.EDU>

2 attachments (962 KB)

900823+Academic+Grievance+Form+for+Students+[REDACTED].pdf; Response to Academic Grievance by [REDACTED]
[REDACTED].docx;

[REDACTED],

Here is my response and my copy of the signed form.

Best,

[REDACTED]
Assistant Professor of Art

[REDACTED]
[REDACTED]@shsu.edu

936.294.[REDACTED]

From: [REDACTED]@shsu.edu>

Sent: Thursday, December 21, 2023 1:47 PM

To: [REDACTED]@SHSU.EDU>; [REDACTED]@SHSU.EDU>

Cc: [REDACTED]@SHSU.EDU>

Subject: Re: academic grievance

Hello [REDACTED],

As Professor [REDACTED] requested, **please sign and return the form and have Professor [REDACTED] sign the form as well.**

Below are the steps for filing an academic grievance:

1. The student must first grieve to their instructor for a resolution of the matter and must do so in writing within ten (10) working days (working days are defined as Monday through Friday when the University is open) following the posting of the grade, the absence or tardiness, or the alleged conduct. The *Academic Grievance Procedures for Students – Grievance Form* may be found at this [link](#).

(I assume you have discussed the issue with Professor [REDACTED]. Please have him sign the form which will confirm this.)

2. The instructor must reply in writing to the aggrieved student within ten (10) working days following receipt of the appeal.

([REDACTED]), please include your written response on the signed form or as an attachment.)

3. If an academic grievance is not satisfactorily resolved with the instructor, or the student does not receive a response from the instructor within ten (10) working days, the student may appeal to the chair/director of the academic department/school in which the complaint or dispute is centered. The student appealing must provide to the chair/director a written summary of the pertinent issues of the grievance within ten (10) working days of the date of the response of the instructor or when the response from the instructor was due. The chair/director of the academic department/school shall request relevant information from the instructor, including but not limited to, course syllabus, attendance records, assignment descriptions and scoring rubrics. In addition, the student and instructor may include statements from other faculty or staff members or any other informed individual who might act as advocates in support of their position in the appeal.
4. The chair/director of the academic department/school in which the complaint or dispute is centered reviews the documents provided by all parties involved in the grievance. The chair/director must respond to the student and the instructor with a written decision within ten (10) working days of receipt of a timely appeal.
5. If the student is not satisfied with the decision of the chair/director of the department/school or the student does not receive a response from the chair/director within ten (10) working days, the student may, within ten (10) working days of receipt of the chair's/director's decision or when the response from the chair/director was due, forward a written appeal including any documentation provided to the chair/director to the college dean in whose college the dispute arose, with a request to have the case heard by the college Academic Review Panel, which serves in an advisory capacity only to the college dean. Within ten (10) working days of receiving the appeal, the Academic Review Panel shall investigate the alleged grievance and present such findings and recommendations as it finds appropriate to the student, dean, and other relevant parties, including the department/school chair/director and the faculty member(s) against whom the grievance is directed. During the panel hearing(s), all parties involved in the original grievance shall be invited to appear before the Academic Review Panel. The student and instructor may request either oral or written statements from advocates. The inclusion of these statements at the hearing(s) shall be at the discretion of the Academic Review Panel. Under no circumstances shall advocates be permitted to directly question or cross-examine any person who is involved in the grievance. Legal counsel, if included by the grievant and/or the instructor, may act only in an advisory capacity and may not actively participate in the proceedings.

This is where we are in the process, once the signed form and Professor's written response are included. **Within 10 working days from the time I receive the signed form with written reply, I will convene the Academic Review Panel to hear your appeal. 10 working days from today is**

Friday, January 12.

If you have any questions please let me know.

Thank you,

Associate Dean
College of Arts And Media
Sam Houston State University
Box 2393
Huntsville, TX 77341
936-294-
[REDACTED]

<http://www.shsu.edu/art>

From: [REDACTED]@SHSU.EDU>
Sent: Thursday, December 21, 2023 8:36 AM
To: [REDACTED]@SHSU.EDU>
Cc: [REDACTED]@SHSU.EDU>; [REDACTED]@shsu.edu>
Subject: Re: academic grievance

Hello [REDACTED],

I am sorry that you are not satisfied with this outcome. You need to make sure the grievance is signed by Professor [REDACTED], and you need to sign it as well. You then need to send it to [REDACTED] along with all the documentation of your grievance.

[REDACTED]
Interim Chair, Department of Art
Professor of Art, Photography
Sam Houston State University
936.294. [REDACTED]

From: [REDACTED]@SHSU.EDU>
Sent: Wednesday, December 20, 2023 3:23 PM
To: [REDACTED]@SHSU.EDU>
Subject: Re: academic grievance

ah that's unfortunate I'd still like to have the grade changed it's more on the principle now i guess
thank you

From: [REDACTED]@SHSU.EDU>
Sent: Wednesday, December 20, 2023 3:18 PM
To: [REDACTED]@SHSU.EDU>
Cc: [REDACTED]@SHSU.EDU>
Subject: Re: academic grievance

Hi [REDACTED],

You do not need to fill in the reference number. I asked Professor [REDACTED] to review your second submission and let me know if the addition of that grade would change your final course grade when averaged together. He did this and the addition of your final project (including the second submission) did not bring your grade up enough to change the final letter grade for the course.

Your final grade in this course seems fair to me. I am attaching my signed version of the academic grievance with my findings. Please let me know if you have any questions. Have a great break!

[REDACTED]
[REDACTED]
Interim Chair, Department of Art
Professor of Art, Photography
Sam Houston State University
936.294.[REDACTED]

From: [REDACTED]@SHSU.EDU>
Sent: Wednesday, December 20, 2023 9:48 AM
To: [REDACTED]@SHSU.EDU>
Subject: Re: academic grievance

 [900823+Academic+Grievance+Form+for+Students+\[REDACTED\].pdf](#)

hi there been a while i've been busy of sorts but now have gotten around to finishing this i have a question what do i fill in for the Reference No ?

From: [REDACTED]@SHSU.EDU>
Sent: Thursday, December 14, 2023 3:16 PM
To: [REDACTED]@SHSU.EDU>
Subject: academic grievance

[REDACTED],
Here is the academic grievance policy.

[REDACTED]
[REDACTED]
Interim Chair, Department of Art
Professor of Art, Photography
Sam Houston State University
936.294.[REDACTED]

Outlook

Academic Grievance Form

From [REDACTED]@SHSU.EDU>

Date Thu 1/11/2024 2:28 PM

To [REDACTED]@shsu.edu>

1 attachment (952 KB)

900823+Academic+Grievance+Form+for+Students [REDACTED].pdf;

Hi [REDACTED],

I have attached the Academic Grievance form.

Thank you [REDACTED]

[REDACTED]
Associate Professor of Animation
Department of Art
Sam Houston State University
P.O. Box 2089
Huntsville, TX 77341

Outlook

Re: volunteer for Academic Grievance Review Panel

From: [REDACTED]@SHSU.EDU>
Date: Thu 1/11/2024 9:40 AM
To: [REDACTED]@shsu.edu>

Sounds good. I received the Zoom invite from [REDACTED]. See you at 2:00.

[REDACTED]
Associate Professor of Music, [REDACTED]
[REDACTED]
Sam Houston State University
[REDACTED]
Email: [REDACTED]@SHSU.edu

From: [REDACTED]@shsu.edu>
Sent: Thursday, January 11, 2024 8:10 AM
To: [REDACTED]@SHSU.EDU>
Subject: Re: volunteer for Academic Grievance Review Panel

Hi [REDACTED],
thank you! If you can make it that would be very helpful.
We have two faculty scheduled, but they are both from art and the student is from art, so it
would be good to have you.
I will send you the zoom link, and if you can join, we will see you at 2pm.

[REDACTED]
Associate Dean
College of Arts And Media
Sam Houston State University
Box 2393
Huntsville, TX 77341
936-294-[REDACTED]

<http://www.shsu.edu/art>

From: [REDACTED]@SHSU.EDU>
Sent: Wednesday, January 10, 2024 4:24 PM
To: [REDACTED]@shsu.edu>
Subject: Re: volunteer for Academic Grievance Review Panel

Hi [REDACTED],

If you still need someone, I can be available to attend the grievance review tomorrow. Just let me know.

[REDACTED]

[REDACTED]
Associate Professor of Music, [REDACTED]
[REDACTED]
Sam Houston State University
[REDACTED]
[REDACTED]@SHSU.edu

From: [REDACTED]@shsu.edu>
Sent: Tuesday, January 9, 2024 10:39 AM
To: [REDACTED]
[REDACTED]
[REDACTED]
Cc: [REDACTED]
[REDACTED]
[REDACTED]
Subject: volunteer for Academic Grievance Review Panel

Hi Everyone,
We have an academic grievance review scheduled for this Thursday, January 11 at 2pm via zoom.
We have one faculty member from Art on the panel who can attend. Panel members from other Units are unavailable. We need at least two faculty members on the panel to be present at the meeting.
Can you please reach out to your faculty to see if anyone is available to volunteer to serve on this panel?
Thank you,
[REDACTED]

[REDACTED]
Associate Dean
College of Arts And Media
Sam Houston State University
Box 2393

Re: Academic Grievance Review Panel Tomorrow

From [REDACTED]@shsu.edu>

Date Thu 1/11/2024 2:43 PM

To [REDACTED]@SHSU.EDU>

Cc [REDACTED]@SHSU.EDU>

 1 attachment (963 KB)

900823+Academic+Grievance+Form+for+Students [REDACTED]2.pdf;

Hello [REDACTED],
the Academic Grievance Review Panel met to consider your grievance against Professor [REDACTED]. They recommended that the grade you received from Professor [REDACTED] be retained. I concur with their decision.
If you would like to discuss it with me further, please let me know and we can schedule a meeting.
Attached is the grievance form for your records.
Professor [REDACTED]

[REDACTED]
Associate Dean
College of Arts And Media
Sam Houston State University
Box 2393
Huntsville, TX 77341
936-294-[REDACTED]

[REDACTED]
<http://www.shsu.edu/art>

From: [REDACTED]
Sent: Wednesday, January 10, 2024 12:08 PM
To: [REDACTED]@SHSU.EDU>
Cc: [REDACTED]@SHSU.EDU>
Subject: Academic Grievance Review Panel Tomorrow

Hi [REDACTED],
The Academic Grievance Review Panel will meet tomorrow to review your complaint.
The meeting is at 2pm on Thursday, January 11, via zoom and you should have received an

invitation.

You will need to join the Zoom meeting and remain in the waiting room. They will call on you if they have any questions.

After the panel has made their recommendation, I will let you know their decision and what options you have.

If you have any questions, please email me or call my office 936-294-██████. I will be out of the office this afternoon, but return tomorrow morning.

████████████████████
████████████████████

Associate Dean
College of Arts And Media
Sam Houston State University
Box 2393
Huntsville, TX 77341
936-294-██████

<http://www.shsu.edu/art>