

ACADEMIC APPEALS

Academic grievances are defined as the following:

1. A claim by the student that an assigned grade is the result of arbitrary and capricious application of otherwise valid standards of academic evaluation; or
2. A claim by the student that the standards for evaluation are arbitrary or capricious; or
3. A claim by the student that the instructor has taken an arbitrary or capricious action which adversely affects the student's academic progress; or
4. A claim by the student that a university department, program, or office has made a decision not in keeping with university policy or taken an arbitrary, capricious, or discriminatory action which adversely affects the student's academic progress.

A student wishing to pursue an academic grievance must take the following steps to try to resolve the grievance prior to the filing of an official academic appeal:

1. The student shall first attempt to resolve the matter with the instructor.
2. If resolution is not achieved between the student and instructor. The student shall ask the department chair to resolve the grievance.
3. If resolution is not achieved at the department chair level, the chair shall forward a written summary to the dean of the school or college in a further effort to achieve resolution.
4. If resolution is not achieved at this point, the student may petition for a hearing before the Board of Academic Appeals. (An appointment should be made to meet with the Associate or Assistant V.P. for Student Affairs to obtain the necessary forms and information relative to filing the position.)

COMPLAINT BEFORE THE BOARD OF ACADEMIC APPEALS

Name of Complainant: _____

Address: _____ Phone: _____

Status: _____ Student _____ Faculty _____ Administration _____ Staff

Name of Person Against Whom Complaint is made: _____

Address: _____

Status: _____ Student _____ Faculty _____ Administration _____ Staff

Statement of Complaint Verifying compliances with Section V (a), (b) and (c) of the Rules Governing the Board of Academic Appeals:

V (a) I have complied with the requirements of V (a) in the following manner:

V (b) I have complied with the requirements of V (b) in the following manner:

V (c) I have complied with the requirements of V (c) in the following manner:

Complaint – State in concise terms the exact nature of the complaint, identify specific dates as precisely as possible and state the remedy or relief sought.

Identify those persons (eyewitnesses) who may have personal knowledge of the circumstances which form the basis for your complaint, listing them by name, address, phone number, and relationship with CWU, if any. Indicate the general nature of their knowledge.

1. Name _____ Phone _____
Address _____ Status _____
_____ Relationship _____
Phone _____ Nature of Knowledge _____
Status _____ _____
Relationship _____ _____

2. Name _____ _____
Address _____ _____
_____ _____
Phone _____ Nature of Knowledge _____
Status _____ _____
Relationship _____ _____

3. Name _____ _____
Address _____ _____
_____ _____
Phone _____ Nature of Knowledge _____
Status _____ _____
Relationship _____ _____

4. Name _____ _____
Address _____ _____
_____ _____

Nature of Knowledge _____

Give the names of those listed on previous page who are essential to the presentation of your position:

State the dates and times during which you would be available to present the complaint before the Board of Academic Appeals:

Month (s)	Date (s)	Year	Hour (s)
_____	_____	_____	_____
_____	_____	_____	_____

I hereby certify under penalty of perjury that the complaint set forth above is a bona fide complaint and is being submitted in good faith without malicious intent and contains no false accusations.

Signature of Complainant

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____ 20_____

NOTARY PUBLIC in and for the State of Washington,
residing in _____