

Academic Grievance Procedures for Students (APS 900823)

Date:

Student Name:

SHSU ID Number:

Instructor's Name:

Dept. and College:

Course and Section:

Semester and Year:

Incident: (Please attach any documentation. Use additional pages, if necessary.)

Student's Signature: _____

Procedures:

- Your written appeal must be initiated within 10 working days of the notification of the grade, the absence or tardiness, or alleged conduct.
- The reviewing instructor or administrator will respond in writing to your appeal within 10 working days of receipt of the appeal.
- Levels of appeal:
 1. Your instructor
 2. The instructor's Department Chair
 3. College Academic Review Panel
 4. The instructor's Dean
 5. The Provost
- Each level of appeal begins with your written request for review.
- When you do not appeal to the next level, on the 11th working day, any academic penalty imposed by the last reviewer is enacted.