

SOUTHERN UNIVERSITY AND A&M COLLEGE, BATON ROUGE, LA
OFFICE OF ACADEMIC AFFAIRS
STUDENT ACADEMIC GRIEVANCE FORM
(Please Type)

Department/Unit Where Incident Occurred

Date

Student's Name

Student's ID

Student's Contact Number

Student's Department: _____

Submitted to:

Chair _____

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 action desired.

Signature of Person Filing Grievance: _____ Date: _____

RESPONSES

STEP ONE

Decision of the Department Head Where Incident Occurred:

Signature of the Department Head: _____ Date _____

STUDENT ANSWER (Check 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:

Signature of the Dean: _____ Date _____

STUDENT ANSWER (Check 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:

Signature of the Vice Chancellor: _____ Date _____

STUDENT ANSWER (Check 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:

Signature of the Chancellor: _____ Date _____

STUDENT ANSWER (Check one, sign and date)

I have been notified about the final decision made by the Chancellor concerning my academic grievance and

(a) I am satisfied with the answer to my grievance.

(b) I am not satisfied with the answer to my grievance.

Signature of Person Filing Grievance: _____ Date: _____

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: 04/24/2024

Academic Grievance Process Chart for Students

Step	Action	Who	Time	Next Step (if unsatisfied)
1	Academic Concern?	Student	-	N/A (if resolved with instructor)
2	Meeting with Instructor	Student & Instructor	-	File Formal Grievance (if unresolved)
3	File Formal Grievance**	Student**	Within 10 working days (exclude weekends, holidays, closures)	Level 1
4	Submit Grievance & Documents	Student	-	N/A
5	Acknowledge Receipt (3 days)	Department Chair/Director	Within 3 working days	N/A
6	Chair's Ruling (5 days)	Department Chair/Director	Within 5 working days	Level 2 (if unsatisfied)
7	Satisfied with Level 1 Ruling?	Student	-	Process Ends
8	Inform Chair of Dissatisfaction (via form)	Student	-	N/A
9	Dean's Ruling (10 days)	Dean	Within 10 working days	Level 3 (if unsatisfied)
10	Satisfied with Dean's Ruling?	Student	-	Process Ends
11	Appeal to VC (within 3 days)	Student	Within 3 working days of Dean's ruling	N/A

12	VC Acknowledges Receipt (3 days)	VC of Academic Affairs	Within 3 working days	N/A
13	VC's Ruling (5 days)	VC of Academic Affairs	Within 5 working days	Level 4 (if unsatisfied)
14	Satisfied with VC's Ruling?	Student	-	Process Ends
15	Appeal to Chancellor (within 3 days)	Student	Within 3 working days of VC's ruling	N/A
16	Chancellor Acknowledges Receipt (3 days)	Chancellor's Office	Within 3 working days	N/A
17	Chancellor's Final Ruling (7 days)	Chancellor	Within 7 working days	N/A (Chancellor's decision is final)
18	End	-	-	-