

Arts & Sciences Student Academic Discipline & Grievance:
An abbreviated description of processes

Academic discipline and grievance cases are handled through the A&S Student Discipline and Grievance Committee. College policies are found here: <https://catalog.louisville.edu/undergraduate/academic-unit-information/college-arts-sciences/> What follows is a brief description of the processes used in the College; for full policies refer to the catalog and Redbook.

A) Discipline cases

- a. The college committee handles only ACADEMIC Discipline cases (e.g., academic dishonesty) not conduct cases.
- b. Instructors can report cases of academic dishonesty via an online form here: <https://louisville.edu/artsandsciences/academics/undergraduate/academic-dishonesty>
- c. Once a case has been reported, the student involved will be added to a database of discipline cases and sent a letter from the Dean's Office notifying them that they are on record for academic dishonesty.
- d. If the student is already on record for academic dishonesty, a Committee meeting is automatically triggered to review the case and the student may face serious consequences (including suspension).
- e. If a student who was reported for academic dishonesty believes that the report is in error, the student is required to speak with the instructor before contacting the department Chair. If the issue cannot be resolved by speaking with the instructor, the student must contact the Chair before contacting the Dean's Office. If the issue is not resolved by speaking with the Chair, the student can ask for an appeal.
- f. To request an **appeal**, a student sends an email to the Associate Dean for Undergraduate Education in the College explaining the case, and their attempt to resolve the case with the instructor and the chair. The appeal should be made within **10 days** of the original incident.
- g. The appeal request will be considered by the committee and a recommendation to either reject or uphold the appeal will be made to the Dean within **21 days** of receiving the appeal.
- h. The Dean will respond within **10 days** regarding their decision about the recommendation.

Students, note that the entire process from reporting through decision about an appeal can take several weeks. Each case that is handled by the committee receives serious consideration and may require instructors or students to submit evidence in support of their case.

B) Grievance cases

- a. The College handles academic grievances against an instructor as described in the catalog: <https://catalog.louisville.edu/undergraduate/academic-unit-information/college-arts-sciences/>
- b. An academic grievance is not the same as a complaint. See the Redbook, 6.8.1 for definitions. <https://louisville.edu/provost/redbook/chap6.html>
 - i. Students can submit **complaints** to the Dean of Students office but, this is NOT the same as pursuing a grievance.
 - ii. Refer to the chart below for distinguishing between complaint and grievance.

	Complaint	Grievance
Definition	an academic or non-academic issue that a student has with a faculty member/instructor, staff member, administrator, department, etc.	Students who believe they have been treated unfairly, discriminated against, or have had their rights abridged
Example	The instructor is terribly slow at returning graded papers.	The instructor used discriminatory language when addressing me in class.
First step	Speak with the instructor and if no resolution, speak with Chair	Speak with the instructor and if no resolution, speak with Chair
Reporting	After completing step 1, use the Dean of Students Office online complaint form to submit the complaint	After completing step 1, contact the A&S Grievance Officer.

- c. The student is required to follow the **preliminary steps** (outlined below) for submitting an academic grievance.

Students, note that most situations are resolved by speaking with the instructor and/or Chair. Very few grievance cases are submitted to the committee each academic year.

Preliminary steps for submitting a grievance:

- 1) First, discuss the matter with the person involved and attempt to resolve the grievance through informal discussion.
- 2) If there is no resolution, the student should discuss the matter with that person's supervisor or the person to whom such person reports (usually the department Chair), who should attempt to mediate a resolution.
- 3) If the student has not been able to obtain a resolution, they may request the Student Grievance Officer to attempt informal mediation of the problem. See: <http://louisville.edu/dos/help/studentgrievance> for contacting the Grievance Officer
- 4) If the matter has not been satisfactorily resolved through the informal process, the student shall submit a written statement of the grievance to the Unit Academic Grievance Committee through the Office of the Dean. The statement shall contain: a. A brief narrative of the condition giving rise to the grievance; b. designation of the parties involved; and c. statement of the remedy requested.
- 5) The Grievance Committee will receive this narrative, review and decide whether or not to hear the case.