

# ACADEMIC GRIEVANCE PROCEDURES

## SCRIPPS COLLEGE OF COMMUNICATION

It is the policy of the Scripps College of Communication to be fair and judicious in all matters pertaining to students. Should a student believe that he or she has been treated unfairly in a course taught by a Scripps College of Communication faculty member, the student must follow the procedures listed in this document to file grievances regarding (1) grades and (2) charges of academic misconduct.

### GRADES

#### Level I

If a student wishes to dispute a grade (for an individual assignment, mid-term exam or final grade), he or she must submit a written statement of the grievance to the faculty member (instructor/administrator) against whom the grievance is lodged. The student should attach copies of pertinent course work and the course syllabus. The sooner a grade dispute is arbitrated, the better. However, disputed grades must be challenged within three semesters of when the course was taken. Later efforts run into relocated or deceased professors, discarded records and diminutive recollections. (Note: Under no circumstances will disputed grades be considered after a student has graduated from the University.)

Within two weeks of submission of the written statement, a discussion of the grade must take place between the student and the faculty member (instructor/administrator). The faculty member (instructor/administrator) must respond to the student in writing within two weeks of the discussion, with a copy going to the Director of the School.

#### Level II

If settlement is not achieved at Level I, the student may submit his or her written documentation to the faculty member's immediate administrative supervisor, the Director of the School. (If the Director of the School is the faculty member in question, the student should proceed to Level III.) The Director of the School will respond in writing within two weeks, with copies going to the faculty member and the Dean (or designee in the Dean's Office) of the Scripps College.

#### Level III

If settlement is not achieved at Levels I and II, the student may submit his or her written documentation to the Dean of the Scripps College. If the Dean concludes that the student has insufficient grounds for an appeal, he or she will so indicate in writing within two weeks.

If, however, the dean concludes that sufficient grounds do exist for an appeal, the dean will appoint a faculty committee of five members to consider the case. When the dean is the instructor in question, the committee members will be appointed by the Provost.

If the committee determines that the grade should be changed, and the faculty member (instructor/administrator) does not accept the recommendation, the committee can authorize the Registrar to change the grade. The decision of the committee is not subject to further appeal. The student will receive a written statement from the committee within two weeks, with copies going to the faculty member, the school director and the dean.

## **ACADEMIC MISCONDUCT**

All forms of academic misconduct are prohibited by the Code of Student Conduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or the writing of someone else as one's own (plagiarism), or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from your work, submitting an academic exercise (written work, printing, sculpture, computer program, etc.) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged Special Grade Report.

If a student is found to be involved in academic misconduct, the instructor has the option of lowering the grade or giving the student an F grade on the project or in the course and/or referring the student to Judiciaries. Possible sanctions through Judiciaries are suspension, expulsion, or any sanction not less than a reprimand.

### **Level I**

A student charged with academic misconduct must be notified in writing within two weeks of the alleged offense. The student, then, is obliged to meet with the faculty member (instructor/administrator) within two weeks to discuss the alleged offense.

### **Level II**

If settlement is not achieved at Level I, the student may present his or her written rebuttal of the charges to the faculty member's immediate administrative supervisor, the Director of the School. (If the Director of the School is the faculty member in question, the student should proceed to Level III.) The Director of the School will respond in writing within two weeks, with copies going to the faculty member and the Dean of the Scripps College.

### **Level III**

If settlement is not achieved at Levels I and II, the student may submit his or her written documentation to the Dean of the Scripps College. If the dean concludes that the student has insufficient grounds for an appeal, he or she will so indicate in writing within two weeks.

If, however, the dean concludes that sufficient grounds do exist for an appeal, the dean will appoint a faculty committee of five members to consider the case. When the dean is the instructor in question, the committee members will be appointed by the Provost.

The committee's written decision will be forwarded to the student within two weeks, with copies going to the faculty member, the school director and the dean. The decision of the committee is not subject to further appeal.