

Notice of Academic Grievance

Submit this request for an academic hearing review to:
Academic Honesty & Grievance Office, Goodell 511, honesty@umass.edu

STUDENT INFORMATION

Student Name: _____ Student ID: _____

Major(s): _____ Expected Grad Date: _____

Email: _____ Phone: _____

COURSE & INSTRUCTOR INFORMATION

I am grieving the grade of _____ received on (*assignment/entire course*) _____ in:

Dept: _____ Course #: _____ Title: _____

Instructor Name: _____

Instructor Email: _____ Phone: _____

INFORMAL RESOLUTION ATTEMPT (REQUIRED PRIOR TO SUBMITTING A FORMAL NOTICE)

Date Grade Received: _____

Date of Written Notification to Instructor attempting an informal resolution: _____

Did you receive a response from the Instructor (circle)? Yes No

What was the outcome of the attempted informal resolution? *Attach documentation of the attempted informal resolution and outcome of the attempt.*

Did you review all of the available materials at <https://www.umass.edu/honesty/academic-grievances> including the Academic Grievance Policy and Guide to help prepare this grievance? Yes No

Did you visit the Ombuds Office in 823 Campus Center to help you determine if your situation is an academic grievance and understand the process? Yes No

An academic grievance is a complaint by a student specifically related to a grade, alleging arbitrary and capricious grading, which is defined in the Academic Grievance Policy as:

1. The assignment of a course grade to a student on some basis other than performance in the course, or
2. The assignment of a course grade to a student by resorting to unreasonable standards different from those which were applied by the same instructor to other students in that course, or
3. The assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards.

Attach a separate page addressing the following:

- Describe why you are grieving the grade listed above and how the grievance aligns with one or more of the definitions above
- Your description should include a timeline related to the grievance.
- Include supplementary materials such as:
 - copy of the graded assignment
 - copy of the course syllabus
 - email correspondence

The Academic Honesty and Grievance Office is responsible for ensuring that only those matters properly defined as academic grievances are pursued through this procedure. I understand that my request be will reviewed to determine if the situation falls within the realm of the Academic Grievance Policies & Procedures, and that I will be contacted regarding the outcome of the review.

Signature

Date

For Office Use Only

Received on: _____

Received by: _____

Instructor Notification Sent: _____