
Academic Due Process Checklist

Below is a recommended checklist of steps to take before preparing an *Academic Due Process Grievance*:

- First, try to resolve the matter with the faculty member
- Meet with the department chair, faculty and academic advisor
- Meet with the Dean
- Obtain an *Academic Due Process Grievance* form from the Student Government Association Vice President of Academic Affairs
- Return the completed form to the SGA VP of Academic Affairs

The submission of the form does not constitute an automatic granting of a formal hearing before the University Academic Due Process Committee. Within thirty (30) days of the filing of the grievance, the student will be notified of the disposition of the request by the University Vice President for Academic Affairs.

RESOURCES

To view the Duquesne University Faculty Handbook, please visit:

http://duq.edu/documents/academic-affairs/_pdf/faculty%20handbook%20revised%208-29-12.pdf

*Contact Information:
Duquesne University
Student Government Association*

Duquesne Student Union Room 302
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Academic Due Process:

A Guide for Students Interested in Filing an Academic Grievance

Academic Due Process

Before preparing a grievance under Academic Due Process, the student should carefully study Appendix F: Academic Due Process for Students, which can be found in the Faculty Handbook, page 60. An outline of the initial process is as follows:

Initiation of a Grievance

A. If a student believes that the actions of a faculty member have resulted in serious academic injury, it is the student's responsibility to attempt to resolve the matter informally by meeting first with the faculty member, and then, if the student is not satisfied, with the chair (if there is one), then the Dean.

B. If the matter is not resolved to the satisfaction of the student, the student may file a written narrative to begin the *Academic Due Process Grievance* process with the Vice President of Academic Affairs of the Student Government Association. The grievance shall state with particularity the allegation that the student is making and the basis on which the allegation is being made. It shall include statements from any witness or written matter which may be helpful. This grievance must be filed within sixty (60) days after the beginning of the semester subsequent to that in which the grievance allegedly occurred.

C. The completed form is sent immediately to the University Provost/Vice President for Academic Affairs.

D. The Provost/Vice President for Academic Affairs then notifies the appropriate Dean(s), chair(s) and faculty member(s).

E. The Provost/Vice President for Academic Affairs reviews the *Academic Due Process Grievance* to determine whether there is reasonable cause to continue the process. If the Provost/Vice President for Academic Affairs finds that no other action is appropriate, he/she will so inform the student, the faculty member(s), the chair(s), and the Dean(s) within thirty (30) days of receipt of the grievance.

F. If the Provost/Vice President for Academic Affairs finds that the process should be continued, he/she will call for a Hearing (as indicated in Part III, Section G, and the steps outlined in Part V of Appendix F).

To obtain an *Academic Due Process Grievance* form or to ask additional questions, please contact:

Vice President of Academic Affairs
Student Government Association

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