

**FAMU-FSU College of Engineering**  
**Student Grievance and Grade Appeals Procedures**

This document outlines the procedures for addressing student grievances and grade appeals at the FAMU/FSU College of Engineering. These procedures are in compliance with the rules and regulations set forth by Florida Agricultural and Mechanical University, The Florida State University, and the Florida Administrative Code. The purpose of these procedures is to resolve student grievances as justly and as effectively as possible.

Step 1            Student shall meet with instructor (if it is an academic grievance) or the other party and try to verbally resolve the grievance. If there is not a resolution at this step, the student may proceed to step 2.

Step 2\*           Student must file an engineering appeals form (attached) with the program head or department chair within 60 days of the disputed grade or occurrence of the grievance. If the teacher is the chair, appeal may be filed with the Associate Dean. Either way, a decision should be given to the student within 2 weeks. If dissatisfied with the chairs decision, the student may (after filing the appeal with the program head or department chair explaining the basis for the appeal) appear before a board composed of three students nominated by the departmental student advisory committee or an officer of the department's national student organization.

The person filing the grievance and the person whom the grievance is against may appear at this board. Each party may take a maximum of 10 minutes to explain their side of the issue, if they wish. After these explanations, these 2 persons will leave the room while the Student Board makes it's decision. This board shall render it's decision to the program head or department chair who shall then, in turn, submit a written summary of the decision to the student.

A negative decision (majority vote) by this board will end the appeal. With any other decision, the appeal will be referred to the Departmental Board (described in step 3). The Student Board must be appointed and its decision made within three weeks of the time that the written statement has been filed with the program head or department chair.

Step 3\*           A Departmental Board composed of three faculty members and two students appointed by the chairperson or academic dean must be selected for each case. The Departmental Board must be appointed and a decision made within three weeks of the time the Student Board has reached a favorable decision on the grade appeal or grievance. Again, both parties involved in the grievance may be present to explain their side of the issue. A unanimous decision shall be final and binding on all parties concerned. A majority opinion, however, may be appealed by the student to the college wide board at the engineering school. This board is called the 'Ombudsman Committee'. This board is appointed by the dean of the college from nominees supplied by the faculty and student advisory committees. The appeal (of the decision of the Departmental Board) must be made by the dissatisfied party to the dean of the college within 2 weeks from the decision of the Departmental Board. The majority decision of this college wide appeal board shall be final and binding on all parties concerned.

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\* The applicant must authorize student peers to serve on the review panel(s) for Step 2. Otherwise, the appeal process skips Step 2 and goes directly to Step 3. The Department Board and Ombudsman Committee mentioned in Step 3 are re-configured to contain only engineering faculty members. The rest of the process remains the same.

Additional Notes

All matters pertaining to grade appeals, general academic appeals, the **Academic Honor System**, and **student conduct** must be handled in accordance with the procedures outlined in the current FAMU or FSU Bulletin and Student Handbook, as the case may be.

**The grade appeals procedure mentioned in this document satisfies the FAMU and FSU requirements for such appeals and has been approved by the proper authorities at FAMU and FSU.**

In the case of an appeal by a group of students, one person may be designated to represent the entire group during the appeals process. The decision of the review process will be **final and binding** on all members of the group.

**PRE-SUBMISSION CHECKLIST**

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| Have you discussed this appeal with the course instructor? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
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| If no, why not? |  |
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| Have you discussed this appeal with your department chair? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
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| If no, why not? |  |
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Fall 2007: Modified to request permission from the applicant to allow student peers to serve on review committee.  
Fall 2008: Add Pre-submission checklist