

ST. PATRICK'S SEMINARY & UNIVERSITY

ACADEMIC APPEALS AND GRIEVANCES

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| Procedure Title | Academic Appeals and Grievances |
| Approval Authority | Faculty Assembly |
| Responsible Party | Academic Dean |
| Administrative Oversight | Academic Dean |

A student who believes he has been unjustly treated academically or has a dispute with an instructor regarding the application of procedures or criteria published in the Academic Catalog or in the course syllabus must first seek to address his concern with the instructor within three months of the posting of the final grade. If the dispute is not resolved, the student may then seek the involvement of the Department Chair and/or the Academic Dean, who will work with the student and the instructor to seek a satisfactory resolution. If the student is not satisfied with the outcome of this informal process, he may then submit in writing a formal complaint to the President-Rector, summarizing the issue and the preceding process of attempted resolution. The Rector will have final authority in this matter. This procedure does not apply to grade appeals, which are treated below in the "Grade Appeals" section.

Students who wish to make a formal complaint about any academic aspect of the institution should file a written statement with the Academic Dean. Such a statement should include details of the complaint, including a reference to some criteria or standard that STPSU is pledged to uphold and details about the alleged violation. The Academic Dean will respond to the complaint within one month of receipt. If, after receiving the Academic Dean's response, the student does not believe that the complaint has been addressed adequately, he may submit the written statement, along with a summary of the process followed thus far, to the President-Rector, who will have the final decision.

The Western Association of Schools and Colleges Senior College and University Commission (WSCUC) accredits the MDiv, MA, and BA Programs. Any student who believes that STPSU has violated WSCUC accreditation standards (found at <https://www.wscuc.org/>) should submit his complaint in writing to the Academic Dean. The Academic Dean will respond to the complaint and will maintain a record of formal student complaints for review by the WSCUC Commission.