This policy addresses COAMFTE Eligibility Criterion I: Student Concerns, Complaints, and Grievances Updated Spring

- (c) The assignment of a grade to a particular student on some basis other than performance in the course.
- (d) The assignment of a grade by a substantial departure from the instructor's previously announced/published standards.

Students who believe they have a case that meets these grounds should review the following

Do not promise the student that you will keep the information absolutely confidential, and inform him or her of your obligation to pass the complaint along according to the institution's grievance procedure. Here is a USG suggested script:

Before you continue Jane/John, thank you for allowing me the opportunity to help you with what you are experiencing. Please know that if the information you disclose to me involves sexual, dating or domestic assault/harassment, I will have to report it to the proper campus officials so they can take the proper steps to ensure your safety and the safety of others on campus. I cannot promise confidentiality, but depending on the exact situation, it is possible that you may be able to remain anonymous

providing the complainant a pamphlet on sexual victimization and pointing them to the resources available to them.

Use good judgment and common sense

Approach complaints in the way you would to other types of serious misconduct Refer to your institution's Title IX policy for guidance. The VSU Sexual Misconduct Policy can be found at the following link: <u>http://www.valdosta.edu/administration/policies/cover-page-3004.php</u> Be aware of who the Title IX Coordinator is and seek help if you have any questions or concerns.

V. Forms

VSU Course Grade Appeal Form Grievance Related To a Disability Admissions Denial Appeal Form Office of Social Equity Intake form Dismissal from Graduate School Appeal Form (receipt of a warning letter) Appealing the 7-Year Rule All Appeal Forms BOR Policy Manual, 4.7.1: The Georgia Board of Regents Policy on student appeals

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