Procedures for Graduate and Undergraduate Student Concerns

The College of Education adheres to the University of Florida Rules for Student Affairs Grievance Procedures (6C1-4.012) wherein “a student believes that any decision, act or condition affecting him or her is illegal, unjust, or creates unnecessary hardship. Such grievances may concern, but are not limited to, the following: academic problems (excluding grades, except when there is an allegation of illegal discrimination or where a grade penalty has been imposed without proper authority)…."

Within the College of Education the following procedures should be followed:

a. Students are encouraged to discuss the concern directly with the individual instructor involved, and to attempt resolution informally.

b. If a student is not comfortable approaching the individual instructor involved directly, or is not satisfied with the result, the student should discuss the matter in a timely fashion with the School Director [School of Human Development and Organizational Studies in Education (SHDOSE); School of Special Education, School Psychology, and Early Childhood Studies (SESPECS); or School of Teaching and Learning (STL)].

c. If a student is not satisfied with the result of the discussion with the School Director, students should discuss the matter, in a timely fashion with the College of Education’s Associate Dean for Student Affairs. The Associate Dean will provide consultation in an effort to resolve the matter informally and will provide a copy of this policy to the student.

d. If a student remains dissatisfied with the result of the informal intervention by the Associate Dean, she/he should confirm in writing to the Associate Dean her/his desire to proceed with a formal grievance.

e. The Associate Dean shall investigate the matter thoroughly and respond to the student in writing in a timely fashion.

f. If the student is dissatisfied with the written response by the Associate Dean, he/she may appeal the matter in writing to the Dean. The Dean will investigate the matter thoroughly and respond in writing in a timely fashion.

g. If the student is dissatisfied with the written response of the Dean, the process for subsequent appeals is outlined in the Rules of the University of Florida Student Affairs (all students) and the Graduate Student Handbook (for graduate students).

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