

# Sage Graduate Schools Grievances and Appeals

Students who wish to request reconsideration of academic decisions made with regard to their progress and performance in the academic program may appeal to the Academic Standards Subcommittee of the Sage Graduate Schools Curriculum Committee. Students who wish to appeal to the Academic Standards Subcommittee must write to the appropriate graduate school dean, explaining the nature and rationale for the request. The student's program director and dean each make a recommendation to the Academic Standards Subcommittee, which then makes a determination regarding the student's request. The appropriate graduate school dean communicates the determination to the student.

The Sage Graduate Schools Grievance Appeals Panel reviews student grievances which have been acted upon by the Academic Standards Committee of the SGS Curriculum Committee. The Grievance Appeals Panel will consider student grievances concerning academic matters including:

- the degree process such as grading, evaluation, or status
- allegedly unprofessional conduct toward students
- allegedly unfair or discriminatory treatment of students
- allegedly unfair disciplinary actions

The request for an appeal must be made in writing to the appropriate graduate school dean, within 30 days of the student's receipt of the determination of the Academic Standards Subcommittee. The letter requesting an appeal must state the basis of the grievance and the facts that support it. It should include a summary of steps already taken (or why steps were omitted). The student/appellant must state why the resolution is unfair or unsatisfactory. The student must state what the desired remedy is. The Dean will transmit the appeal to the Sage Graduate Schools Curriculum Committee (SGSCC) Chairperson to determine whether or not the appeal will be accepted for review. If the appeal involves a student from the program in which the Chair of the SGSCC serves, the Chair will designate a member of the SGSCC who is not affiliated with the appellant's program to determine whether or not the appeal will be accepted for review. If an appeal is accepted for review, a Grievance Appeals Panel will be formed to hear the case within 20 business days of receipt of the student's request.