

Student Academic Grievance Policy #340.340

Formal Academic Grievance Process

STEP 1: File Formal Grievance

Student submits Academic Grievance Form and supporting documentation to Faculty Fellow for Academic Integrity (ffai@fiu.edu). MUST be filed within 15 business days of informal process end OR within 20 business days after classes begin in the semester following complaint—whichever is later. Student must include concise written statement, supporting documentation, efforts to resolve, and resolution sought. Filing instructions can be found at <https://ffai.fiu.edu>.



STEP 2: Faculty Fellow Review

Upon receipt of all required documentation, Faculty Fellow for Academic Integrity (FFAI) reviews grievance form and supporting documentation. FFAI may request additional materials (student has 10 business days to submit or grievance may be delayed/dismissed). FFAI consults with Grievance Committee chairperson to determine if grounds exist.



Does a basis for the grievance exist?



X NO BASIS: Grievance dismissed. FFAI informs student in writing of reason for dismissal. Process ends.

✓ BASIS EXISTS: FFAI establishes grievance committee. Process continues to a hearing.



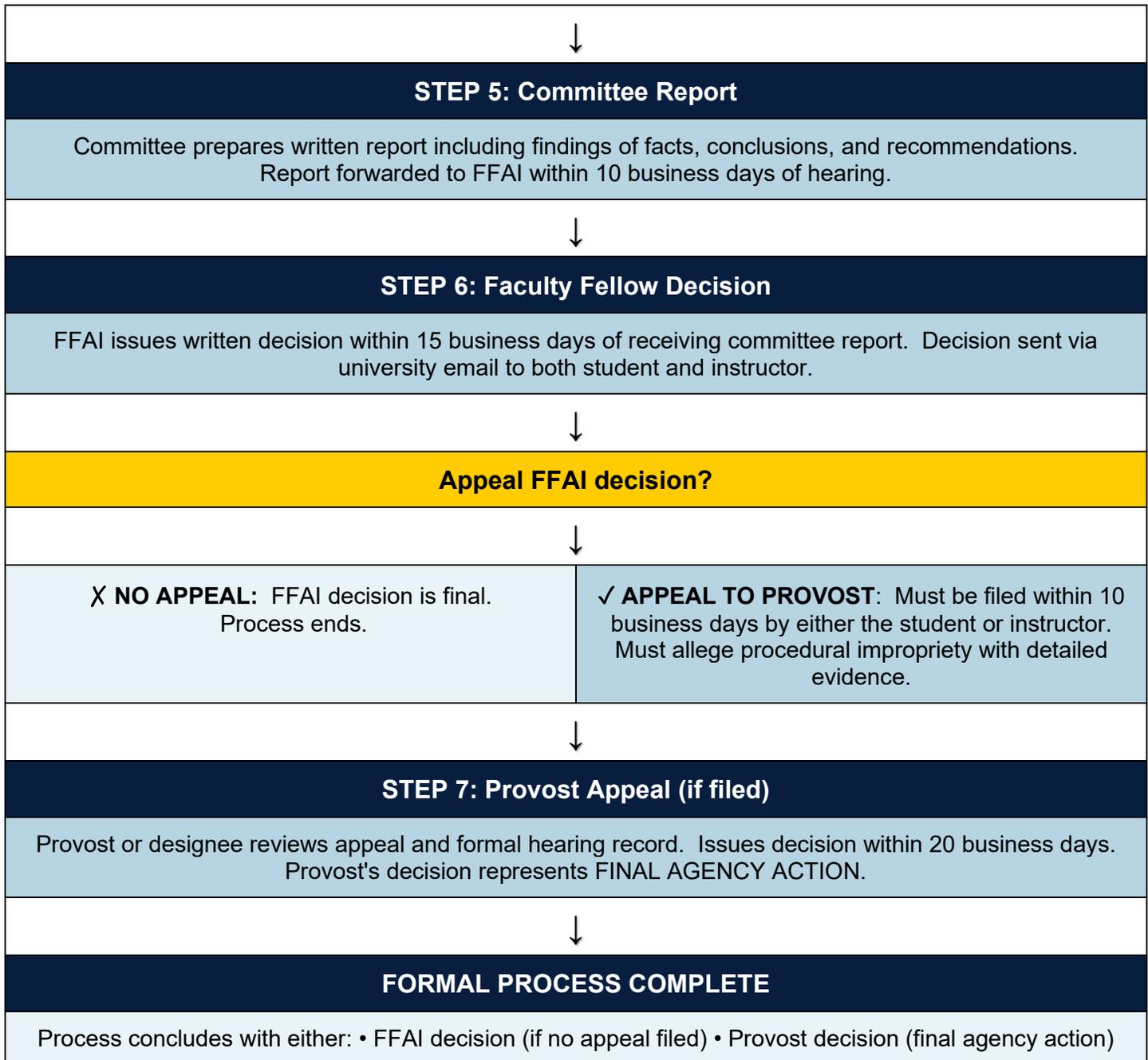
STEP 3: Grievance Committee Formation

Committee composed of 5 members: • 2 students • 3 full-time faculty.
Committee excludes members from student's major department/unit or department directly involved.
Chairperson selected by FFAI and approved by Faculty Senate chairperson.
FFAI provides policy, procedure, and all documentation to committee.



STEP 4: Formal Hearing

Hearing scheduled within 45 business days after receipt of all materials (may be extended by FFAI for good cause with written notice). FFAI notifies student and instructor of date/time via written communication. Both parties invited to meet with committee virtually. Parties allowed adequate time to respond, answer questions, and present additional information. Hearing may proceed in absence of either party. Hearing recorded and conducted per Formal Academic Grievance protocol. Committee deliberates in closed, unrecorded session.



Important Notes:

- **Filing Deadline:** Within 15 business days of informal process end OR 20 business days after classes begin in semester following complaint—whichever is later
- **Review Timeline:** FFAI has 45 business days after receipt of all materials for review.
- **Burden of Proof:** Student has burden of supplying evidence that supports their position.
- **Appeal Grounds:** Appeals limited to procedural impropriety only (must provide detailed evidence). Instructions for appeal can be found at <https://ffai.fiu.edu>.
- **Final Agency Action:** Provost decision represents final agency action with no further internal appeal

For full policy details, visit: <https://policies.fiu.edu/files/737.pdf>