

2b.1 Exhibit 32 Formal candidate complaints and resolutions procedures

(7) Approved changes will be entered on the transcripts of students by the end of the semester during which the request was made.

(8) Cumulative averages affected by the letter grade changes will be recomputed on the student transcripts by the end of the semester during which the request was made.

In the event of denial at any level the student may appeal to the Provost/Vice President for Academic Affairs Office.

e) Incompletes

An Incomplete earned at Tougaloo can only be removed by completing the remaining work at the College. Where possible, the instructor who issued the Incomplete should be responsible for submitting the "Change of Incomplete" form for removal. Re-computation of the cumulative average on the student's transcript will be completed by the end of the semester during which the Incomplete is changed.

f) Transfer Credits

Cumulative averages affected by credit transfer (including credits earned in summer study) will be recomputed and shown on the transcript by the end of the semester during which the Registrar's Office receives the transcript. The request for re-computation must be made in writing to the Registrar's Office.

g) Student Grievance for Academic Issues

If a student has an academic grievance against a faculty member, the student must attempt to resolve the problem with the faculty member. If a satisfactory resolution is not achieved, the student contacts the Department Chair. If the matter is not resolved with the Department Chair, the student may appeal to the Division Dean. If it is not resolved at this point, the Provost/Vice President for Academic Affairs will, at the written request of the student, appoint an Ad Hoc Committee within the division to investigate the situation and make a recommendation to the Provost/Vice President for Academic Affairs. The Department Chair and Division Dean and at least one student will comprise the committee.

The Provost/Vice President for Academic Affairs arranges the first meeting. ~~The committee elects its own chair and secretary. It hears the~~ grievance with both sides present to present the evidence, call witnesses, and make rebuttal. The committee makes a recommendation to the Provost/Vice President for Academic Affairs who makes a recommendation to the President of the College for a final decision.