Student Grievance
Steps 1 & 2
Student to File Form A within 90 days of occurrence

Dept. Head (Level 1)
(Grievance with Faculty member/committee or agency)

College Dean (Level 2)
(Grievance with dept. head, 2 faculty in different units, college wide agency)

Grad School Dean (Level 3)
Grievance with College Dean, faculty in 2 colleges, university-wide agency)

Conference Review Process - a disinterested facilitator is appointed and identified in writing (on Form B) to all parties within 10 working days of receipt of Form A (facilitator is appointed by the administrator at each of the levels)

Facilitator meets with all parties (individually or together) to attempt to come to a resolution for all. (Form C – Conference Checklist) Review may occur for up to 15 working days after facilitator is appointed

Grievance Resolved?

YES

NO

The facilitator sends a resolution form (Form D*) signed by all parties to all involved parties, including the Dean of the Graduate School. No written records shall be retained by the facilitator. Original documents must be returned to their source, to another site as agreed in the signed resolution, or to the appointing administrator. All other notes must be destroyed.

Go to Step 3 – Fact Finding

The facilitator sends a notice (Form E*) that the grievance was not resolved to all involved parties, including the Dean of the Graduate School. No written records shall be retained by the facilitator. Original documents must be returned to their source, to another site as agreed in the signed resolution, or to the appointing administrator. All other notes must be destroyed. Proceed to step 3.
Grievance Process Steps 3 & 4

**Student Grievance Steps 3 & 4**

**Fact Finding & Decision**

**Grievance Review Committee (GRC)** – appointed
(3 disinterested faculty members & 2 disinterested graduate students) **within 30 working days** of receipt of Form E. Appointing Admin. must inform all parties of committee appointments on Form F within those 30 days.

**Dept. Head (Level 1)- appointing admin**
(Unit Head appoints the GRC from the unit or college. If a disinterested panel is not available, must document reasons to College Dean to take to next level.)

**College Dean (Level 2)- appoint admin**
(Dean appoints the GRC from the unit or college. If a disinterested panel is not available, must document reasons to Grad School Dean to take to next level.)

**Grad School Dean (Level 3)- appointing administrator**
(Grad School Dean appoints the GRC from throughout the University.)

**GRE** - must provide all parties the opportunity to present written and oral information relevant to the grievance to the GRC. (See the Grievance Review Committee Instructions on Form G.*) The GRC may also request information from other sources. Copies of all written information and summaries of pertinent oral information provided to the GRC must be provided to all parties.

The GRC must issue a report (Form H*) to the appointing administrator within **30 working days** of the committee’s appointment. The GRC may request a specified extension of time from the appointing administrator, with documented rationale. Extensions may be granted only in unusual circumstances when, at the discretion of the appointing administrator, they are necessary to ensure fairness. The appointing administrator notifies all parties in writing of his or her decision. **Report must contain all 4:**
Grievance Process Steps 3 & 4

Grievant may appeal – 1) correct procedure was not followed; 2) grounds that the decision was based on errors in fact. No other grounds are recognized. Grievant must specify grounds.

Renders a decision in writing to all parties and all involved administrators, with a copy of the GRC report attached.

Decision - within 10 working days of receipt of the GRC report (Form H*), the appointing administrator must do one of the following:

- Notifies all parties and all involved administrators that additional information is being requested from the GRC.
- GRC must issue an addendum report as requested within 10 working days of the request for additional information and the appointing administrator renders a decision within 10 working days of receipt of the addendum report.

Recommendations and the rationale on which those recommendations are based.

A summary of relevant information, including but not limited to documentation of all written and oral information presented to the GRC.

A statement of committee procedures.

Relevant university rules and policies.

Process is complete.

Begin Appeals
Grievance/Appeal Process
Steps 5 & 6
First & Second Appeal

Grievant may appeal on these grounds: 1) correct procedure was not followed; 2) grounds that the decision was based on errors in fact. No other grounds are recognized. Grievant must specify grounds.

The appeal must be submitted in writing within 10 working days of the date of the notification of the decision of the Appointing Administrator, and copies must be simultaneously sent to all parties and involved administrators.

Level 1 Decisions (made by Unit Head go to the College Dean for Appeal.

Any other party may submit a brief rebuttal to the appeal addressing only the alleged errors within 10 working days of the date of the appeal

Level 2 Decisions (made by the College Dean go to the Dean of the Graduate School for Appeal.

Within 10 working days of receipt of an appeal the college dean or Dean of the Graduate School (as appropriate)
1. appoints an Appeal Committee consisting of two (2) disinterested faculty and one (1) disinterested graduate student from the college or university, respectively, to review the record and appeal, and
2. provides them with a copy of the appeal and the Appeal Committee Instructions (Form I*).

Within 30 working days of appointment, the Appeal Committee submits a written recommendation to the College Dean or Dean of the Graduate School (Form H*).
Grievance/Appeal Process
Steps 5 & 6

**Within 10 working days from receipt of the Appeal Committee recommendation,** the college dean or Dean of the Graduate School issues a written decision to all parties and involved administrators.

**Decision made by:**
College Dean

**May be appealed**
to the Dean of the Graduate School (Second appeal)

- The appeal must be submitted in writing within 10 working days of the date of the notification of the decision, and copies must be simultaneously sent to all parties and involved administrators. An appeal must specify the grounds for the appeal and/or all alleged errors occurring during the preceding process. **Within 10 working days of receipt of an appeal, the Dean of the Graduate School can either:**
  - **Render a final decision and issue it in writing to all parties and involved administrators.**
  - **Appoint a new Appeal Committee consisting of two (2) disinterested faculty and one (1) disinterested graduate student from the university to review the record and the appeal. A second Appeal Committee may be appointed only in unusual circumstances at the discretion of the Dean of the Graduate School.**

- **Within 30 working days of appointment, the Appeal Committee submits a written recommendation to the Dean of the Graduate School.**

- **Within 10 working days from receipt of the Appeal Committee recommendation, the Dean of the Graduate School issues a written decision to all parties and involved administrators.**

**Decision is FINAL. No other appeals.**