

Subject: Grievance Procedure

Policy Number: A5.30

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## **POLICY**

The School has a grievance procedure to provide a means for the adjudication and resolution of student grievances. A grievable matter is defined as an allegation of failure of a faculty member to carry out teaching responsibilities as established in the Regulations and Policies section of the Faculty Manual. (Grievances about the assignment of grades are excluded from this policy.)

## **PROCEDURE**

Any student feeling that a grievance exists shall first address the grievance to the faculty member involved and seek solution of the problem.

If, after conferring with the faculty member, the student feels that the grievance still exists, it shall be stated in writing in a memo to the Director containing the following:

- nature of the problem or complaint;
- reasonable evidence to support the case and background material;
- a description of what has been done to resolve the grievance.

The Director may confer with the involved faculty member to seek resolution, or appoint an ad hoc grievance committee to investigate the matter, or take both of these actions.

If the Director appoints a grievance committee, the committee will:

- conduct a full inquiry into the grievance.
- invite the student and the faculty member to appear before them to present evidence to be accompanied by a reasonable number of advisors of their choosing. The investigation shall be conducted under such rules and procedures as the committee may adopt, the intent being to conduct a full and impartial inquiry into the matter.
- to hear any witnesses requested by the student and the faculty member. Both parties shall have the right to cross-examine witnesses.
- to submit to the Director as promptly as possible, but in no case later than five days after the hearing, a report of the committee's investigations and a recommendation with respect to the grievances.

The Director will make a final decision in the case within two days of the receipt of the Grievance Committee's report and will inform the student, the faculty member, and the members of the Grievance Committee of the decision in the case.

The student may initiate further action through the administrative channels of the University. (See STAF630 0504).

See: Policy A5.90: Grade Appeal Policy