

PART A: Undergraduate student procedures

Section 1 Before resorting to grievance, a student shall exhaust all complaint procedures herein at the department level. Grievance procedures, as outlined in Article 4, should not be invoked until the complaint has been thoroughly addressed at the department level.

Section 2 The student shall first address the complaint to the concerned faculty, academic administrator, or staff professional most directly responsible for the alleged action(s) and/or decision(s) resulting in the complaint. Complaints shall be initiated within one semester, excluding summer, of the incident giving rise to the complaint. If the complaint cannot be resolved by the student and faculty, academic administrator, or staff professional, the student should meet with the Department Chairperson/Director to disc

Section 1 Before a student may invoke the grievance procedures specified herein, the student shall first exhaust all complaint procedures as outlined in Article 3. In no case should the informal resolution of a complaint take longer than one semester (excluding summer) and formal grievances must be initiated within one semester of the incident giving rise to the grievance.

Section 2 A student may initiate formal grievance procedures by filing an Undergraduate_Student Grievance Form with the Office of the Academic Vice President, or designee, within a period of two (2) weeks following the date that the complaint procedures were concluded, as indicated by the relevant Dean.

Section 3 Upon receiving a written notice of grievance, the Academic Vice President shall inform the Presiding Officer of the Grievance Review Board, the Ombudsperson, and the appropriate Dean of the School or Department, in which the grievance occurred, of the grievance. The Grievance Review Board Presiding Officer shall verify that the student has complied with all procedures outlined in Article 3.

Section 4 At any point in the formal grievance proceedings the Grievant may move to withdraw the grievance or accept an informal solution.

PART B: Graduate student procedures

Section 1 Before a student may invoke the grievance procedures specified herein, they shall first exhaust all complaint procedures as outlined in Article 3. In no case should the informal resolution of a complaint take longer than one semester (excluding summer) and formal grievances must be initiated within one semester of the incident giving rise to the grievance.

Section 2 A student may initiate formal grievance procedures by filing a Graduate Student Grievance Form with their relevant Graduate Program Director within a period of two (2) weeks following the date that the complaint procedures were concluded.

Section 3 Upon receiving a written notice of grievance, the Graduate Program Director will verify that the student has complied with all procedures outlined in Article 3. The Graduate Program Director will then initiate the graduate grievance review process.

Section 4 The Graduate Program Director will oversee the internal program process for grievance review and will make a recommendation on the grievance form and route it to the school dean along with any relevant documentation. The school dean or their designee will review the grievance and will make their recommendation on the grievance form and route it to the Associate Dean of Graduate Studies. The Associate Dean of Graduate Studies will review the grievance and review process and will

grade distribution, but in no circumstance will the grades earned by specific students in the course, or student identification numbers, be released without their written permission. Moreover, the Board shall not have access to, nor consider, records of testimony about previous

Section 1 Either the Grievant or the Respondent may appeal the finding of the Grievance Review Board, but the Respondent may not appeal the decision of the Assessment Committee. The party wishing to appeal the finding of the Grievance Review Board must deliver a written appeal to the Presiding Officer, with copies to the opposing party. This appeal shall be delivered to the Presiding Officer within fourteen (14) working days from the date of the receipt of the finding of the Grievance Review Board.

Section 2 The only grounds for appeal are:

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Section 2 The Presiding Officer of the Review Board (undergraduate grievances) or the Associate Dean of Graduate Studies (graduate grievances) shall immediately bring all such cases before the appropriate disciplinary bodies for review.

Article 9 Procedures for Reporting

Section 1 At the end of the academic year, the Presiding Officer of the Grievance Review Board shall report to the Academic Senate the number of undergraduate cases heard and the disposition of each case.

Section 2 At the end of the academic year, the Associate Dean of Graduate Studies shall report to the Academic Senate the number of graduate grievances that were reviewed and the disposition of each case.

Article 10 Procedures for Revision

Section 1 These procedures are subject to change by majority vote of the Academic Senate. The President is responsible for ensuring that any revisions conform to Executive Order No. 1037 of the Office of the Chancellor.

Article 11 Proceedings Orientation

Undergraduate student procedures (no equivalent graduate student procedures)

Section 1 The Presiding Officer of the Review Board shall conduct an orientation prior to the