

College of Arts and Sciences **Academic Grievance Procedures**

The College of Arts and Sciences (“College”) Student Grievance Committee (the “Committee”) adopts the procedures of Redbook Section 6.8 governing the initiation of academic grievances of its students, and the following hearing procedures.

I. Initiating a Complaint.

A. *Informal Resolution.* A student who wishes to submit an academic grievance must have followed the process outlined in Redbook Sections 6.8.4.1 and 6.8.4.2 prior to submission of the grievance to the College.

B. *Formal Resolution.* Only after attempting a resolution of the issue(s) in dispute through the Student Complaint process, as described in Section 6.8 of The Redbook, the student shall submit a written statement of the grievance to the Committee via the Office of the Dean of the College¹, containing:

1. A brief narrative of the condition giving rise to the grievance;
2. Designation of the parties involved; and
3. A statement of the remedy requested.

The Committee will recommend to the Dean, or the Provost/Designee if the grievance directly involves the Dean, whether there are sufficient grounds to accept a case for hearing.

The Dean will agree or disagree with the Committee’s recommendation within ten (10) business days. The Dean will notify all persons directly involved of the Committee’s recommendation, whether the Dean agrees or disagrees, the reason(s) supporting his or her decision, and the appropriate course of action as detailed below:

1. If the Committee recommends a hearing and the Dean agrees, the case will be heard.
2. If the Committee does not recommend a hearing and the Dean agrees, the case will not be heard.
3. If the Committee does not recommend a hearing and the Dean disagrees, the case will be heard.
4. If the Committee recommends a hearing and the Dean disagrees, the case will not be heard. However, the student will have twenty-one (21) business days to submit to the Dean a written petition that outlines reasons why the

¹ The Student Grievance Officer will provide contact information for the College Committee. (Redbook Section 6.8.6).

Dean should reconsider. The Dean shall render his or her decision within ten (10) business days of the receipt of the petition.

If a case is to be heard, such hearing will be granted within twenty-one (21) business days of the Dean's response, although such hearing may be subject to reasonable delay caused by availability of the parties unless the Committee determines that delay would cause undue hardship to one or more of the parties to the grievance.

C. Right to Challenge. The grievant or any person directly involved will have the right to challenge any individual member of the Committee for cause. In the event of challenge, the Committee shall consider and rule on the challenge. The challenged member shall not vote on the challenge in the case of disqualification, absence or other inability to serve. Alternates shall serve when possible.

D. Confidentiality. All parties involved in the grievance shall maintain confidentiality throughout the entire grievance process, to the extent permitted by law.

II. Hearing Procedures.

A. Notice of Hearing. If a hearing will be held, the Committee shall notify in writing all the parties involved, including any witnesses, of the date, time and place of the hearing at least ten (10) business days prior to the hearing date.

B. Submission of Information/Materials Prior to Hearing.

1. The Committee shall request in writing from all persons involved any pertinent material deemed necessary for review by the Committee prior to the hearing. These materials, and any additional materials a party chooses to submit, must be submitted to the Committee not later than four (4) business days prior to the hearing. Any person named in a grievance may submit a written statement to the Committee outlining issues from that person's perspective.
2. The grievant and respondent(s) must provide a witness list no later than seven (7) business days prior to the hearing.
3. The grievant and respondent(s) shall be provided copies of all materials submitted during the course of the grievance. Materials should be submitted to the Coordinator of College Committees via email for distribution.

C. Hearing Rules.

1. The grievant and the respondent(s) must be present during the information-gathering portion of the hearing. Witnesses will be available and will be called when needed. The Committee reserves the right to allow the presence of a secretary or a technical assistant.

2. All statements during the information-exchange phase of the hearing will be tape-recorded. This record will be preserved in the University Archives in accordance with applicable University recordkeeping policies.
3. The grievant and the respondent(s) may have their own attorneys. Attorneys serve in an advisory capacity only and may not address the grievance committee during the hearing and may not question witnesses.
4. Any Committee member may question any of the participants at the hearing.
5. The grievant will present his or her statements and/or witnesses to the Committee first. The respondent(s) will have the opportunity to question the grievant(s) and the witnesses about their statements.
6. The respondent(s) will then present his or her statements and/or witnesses to the Committee. The grievant will have the opportunity to question the respondent(s) and the witnesses about their statements.
7. After all information is exchanged, all persons except the Committee and the recording secretary will leave the room. The grievant, the respondent(s), and the witnesses will continue to be available to the Committee should further information be needed.
8. The Committee will meet in closed session to decide upon its recommendation(s) to the Dean.

III. Committee Report.

The Committee shall submit its report with recommendation(s) for settlement of the case to the Dean, with copies to the persons directly involved in the grievance within five (5) business days of the hearing. (Redbook Section 6.8.7).

IV. Decision.

The Dean shall render his or her final decision on the matter within five (5) business days of receipt of the report. In the event that the final decision of the Dean is not in accord with the Committee's recommendation, the reasons for that decision will be stated in writing to all persons directly involved and to the Committee.

If the grievance directly involves the Dean, the report of the Committee will be referred for decision to the University Provost or designee. The Dean will also receive a copy of the report.

(Redbook Section 6.8.7).

V. Appeal.

After a final decision has been rendered by the Dean, any party directly involved has the right to file an appeal with the University Student Grievance Committee in accordance with Redbook Section 6.8.10. (Redbook Section 6.8.8).