

School of Education Grievance Policy

GRIEVANCE PROCEDURE

Purpose: The purpose of the Grievance Committee is to resolve academic problems and issues related to academic misconduct such as dishonesty, cheating, plagiarism, academic evaluation, advising and research or allegations of discrimination on the part of faculty toward individual students on the basis of gender, ethnicity, sexual orientation, age, or disability that results in differential treatment brought by students enrolled at the time of the event giving rise to the grievance. Issues related to admission, or non-academic conduct covered by the Code of Student Conduct are not within the scope of this committee. The committee accepts complaints regarding final grades assigned to individual students if there is evidence of unfair differential treatment. The committee forwards a decision to the persons involved and to officers and authorities of the School of Education who have the authority to address the problems and issues that may have caused a grievance.

A grievance is a formal written complaint delivered to the chair of the committee no later than the end of the semester following the semester in which the event occurred. The written complaint must state clearly and completely:

1. The nature and cause of the complaint
2. The person or persons against whom the complaint is made
3. The desired resolution sought
4. A description of failed efforts made to resolve the issue through established procedures of the School and/or the University

Membership and Term: The committee shall normally consist of four members from the Faculty of Instruction, two of whom must be tenured, and one or more alternates elected; and one student. For a grievance involving an undergraduate student, the student member will be the School of Education's Student Senator. For a grievance involving a graduate student, the student member will be a graduate student appointed by the dean. If there is a conflict of interest between any member of the committee and any party to a grievance the dean may appoint a replacement. The term of office for faculty members shall be two years and members shall not normally be eligible to successive terms.

Procedures: The committee shall elect a chair who must be tenured. The chair shall receive grievances from students, coordinate the committee's work and report the committee's decision to the persons involved and the Dean.

Before appealing to the Grievance Committee, the student should discuss his/her concern with the individual faculty member. If the student is dissatisfied with the response of the faculty member or feels unable to discuss the grievance with the faculty member, he/she should contact the department chair and discuss the nature of the grievance. If the student is dissatisfied with the responses of the department chair, he/she may file a written grievance with the committee. Formal grievance is not possible until the faculty member and/or chair of the department has been consulted.