

**Report of the Committee on Student Grievance Procedures**  
**Academic Senate**  
**4 May 2005**

**Background**

The Ad Hoc Committee for Student Grievances was appointed by the Academic Senate some 18 months ago. Its charge was to update Art IX. Academic Procedures, Section B Undergraduate Student Academic Grievance Procedure of The Code.

The Committee consisted of representatives from Student Government, Faculty, Faculty Union, and Administration. The members were: Angela Mavrikis, President, SGA, J.T. Holt, VP, SGA, Joe Mosca, chair, Bill Buckler, Ron Chordas, Greg Claypool, Michael Finney, and myself.

**Synopsis of Proposed Procedures**

The proposed Procedures contain seven sections. A very brief outlined is given below:

1. Introduction

- identifies the Student Academic Grievance Subcommittee as the sole body for adjudicating grievances concerning academic matters and the Student Academic Affairs Committee as the sole appeals body for decisions made by the Grievance Hearing Panel.

2. Academic Matters That May Be Grieved

- identifies two matters that may be grieved: namely, sanctions imposed by faculty regarding academic dishonesty and material deviations from grading scale or weight distribution as specified in course syllabus, to the detriment of an individual student or the entire class.

3. Parties Directly Involved In the Grievance Procedure

- these are the student, the faculty member, the Associate Provost for Academic Administration, or designee, the department chair, the dean.
- from Senate, the following:
  - Student Academic Grievance Subcommittee, the Grievance Hearing Panel, the Student Academic Affairs Committee, and then an Appeal Panel
- note that the Office of Student Life and the Office of the Vice President for Student Affairs are no longer parties to this procedure

4. Grievance Process

- 3 Phases: Pre-Grievance Hearing; Grievance Hearing, Appeal

5. Phase One

- the student “may” attempt to resolve the matter by meeting with the faculty member, rather than the student “should be encouraged” to do so.
- absent resolution of the matter, the student must initiate discussion with department chair
- absent resolution of the matter with the chair, the student must initiate discussion with the dean
- absent resolution of the matter, the student must file a formal statement with the Office of the Provost

- the Associate Provost for Academic Administration shall then determine the merits of the complaint and either dismiss it or initiate Phase Two of the process
- 6. Phase Two: Grievance Hearing
  - timelines are specified for distribution of complaint, for response by faculty member, chair and dean, for Office of Provost to submit Grievance Packet to the Chair of the Student Academic Grievance Subcommittee, and for chair of that Subcommittee to appoint a Grievance Hearing Panel
  - Chair of Subcommittee then assigns date, time, and place for the hearing
  - hearing principles, procedures, and rights of the parties are specified, so too is the disposition of documents
- 7. Phase Three: Appeal
  - provides grounds for appeal; specifies timelines
  - if ground of appeal is either new information or insufficient evidence, then the appeal shall be reviewed by a quorum of the Student Academic Affairs Committee
  - if ground of appeal is procedural violation(s), then a panel will be convened to consider the appeal
  - if Appeal Panel concludes that a procedural violation occurred, the case is sent to the full Student Academic Affairs Committee
  - a quorum of that Committee will examine and decide the case. Its decision is final.

**Motion**

To approve the revised Undergraduate Student Academic Grievance Procedure.