

POLICY STATEMENT APPROVED

AS(GC)73-13

POLICIES AND PROCEDURES FOR IMPLEMENTATION
OF GRADUATE STUDENT GRIEVANCES AND GRADE APPEALS

1. Composition of the Graduate Student Grievance Committee and standing Sub-committee on Grade Appeals shall include at least one graduate student.
2. No member of the Steering Committee shall serve on the Grievance Committee nor standing Sub-committee on Grade Appeals of the Graduate Council.
3. All materials relevant to the grievance shall be submitted in writing by the grievant to the Graduate Council Steering Committee no later than six weeks before the last class session of the semester (exclusive of vacations.)
4. Grievance cases submitted subsequent to this deadline shall be reviewed the following semester.
5. The Steering Committee of the Graduate Council shall make its evaluation and decision no later than 30 days from receipt of all materials relevant to the grievance.
6. A decision by the Steering Committee not to continue the review of the grievance shall end the grievance procedure. If the Steering Committee denies further review of the petition, a statement of the specific reason(s) must accompany such denial.
7. Should the Steering Committee determine that further review is necessary, faculty, departments, and/or administrators named in the grievance statements shall be notified immediately that the grievance has been filed and that their testimony may be required. Materials relevant to the case must be filed within ten working days.
8. Should the grievance be a grade appeal, the Steering Committee shall forward the case to the standing Sub-committee on Grade Appeals. The same procedures shall be followed by both committees.
9. If the Steering Committee decides that the case warrants further review, all materials relevant to the grievance shall be submitted to the appropriate committee no later than four weeks before the last class session of the semester. Within 21 days of receipt of the materials the appropriate committee shall convene and review the case.
10. No additional written materials may be submitted to the appropriate committee by the grievant, faculty, departments, and/or administrators which were not available to the Graduate Council Steering Committee.
11. Special care shall be taken to permit both grievant and defendant to review all available data relevant to the case.
12. Grievant, respondent, or the committee may call any witnesses deemed appropriate. Names of prospective witnesses must be submitted in writing to the appropriate committee at least three days in advance of the hearing.

13. All testimony by individuals unable to attend shall be notarized and be made available prior to the date of the hearing.
14. Neither grievant nor respondent may have an attorney present at the hearing; however, other individuals with whom he wishes to consult may attend. The hearing committee shall determine the number of such individuals. These persons may not comment officially unless invited to do so by the hearing committee.
15. Subject to approval of the hearing committee and availability of funds, one official recording may be made by the hearing committee and stored in the Office of the Graduate Dean for a period of one year. No other recordings may be made.
16. Hearing procedure shall include
 - Opening statement by Chairman of hearing committee announcing procedures
 - Introductory statement by grievant
 - Introductory statement by defendant
 - Presentation of witnesses, if any, by grievant and defendant
 - Refutation by grievant and defendant.
17. Hearings of the appropriate hearing committee may be closed at the option of the committee and/or any of the parties directly involved.
18. If feasible, final disposition should occur prior to final week.
19. Notification of committee decision shall be disseminated to all appropriate personnel immediately upon committee consensus.
20. Standard format shall be utilized in letters sent to the grievant by the committee (see attachments).

GRADUATE STUDENT GRADE APPEALS

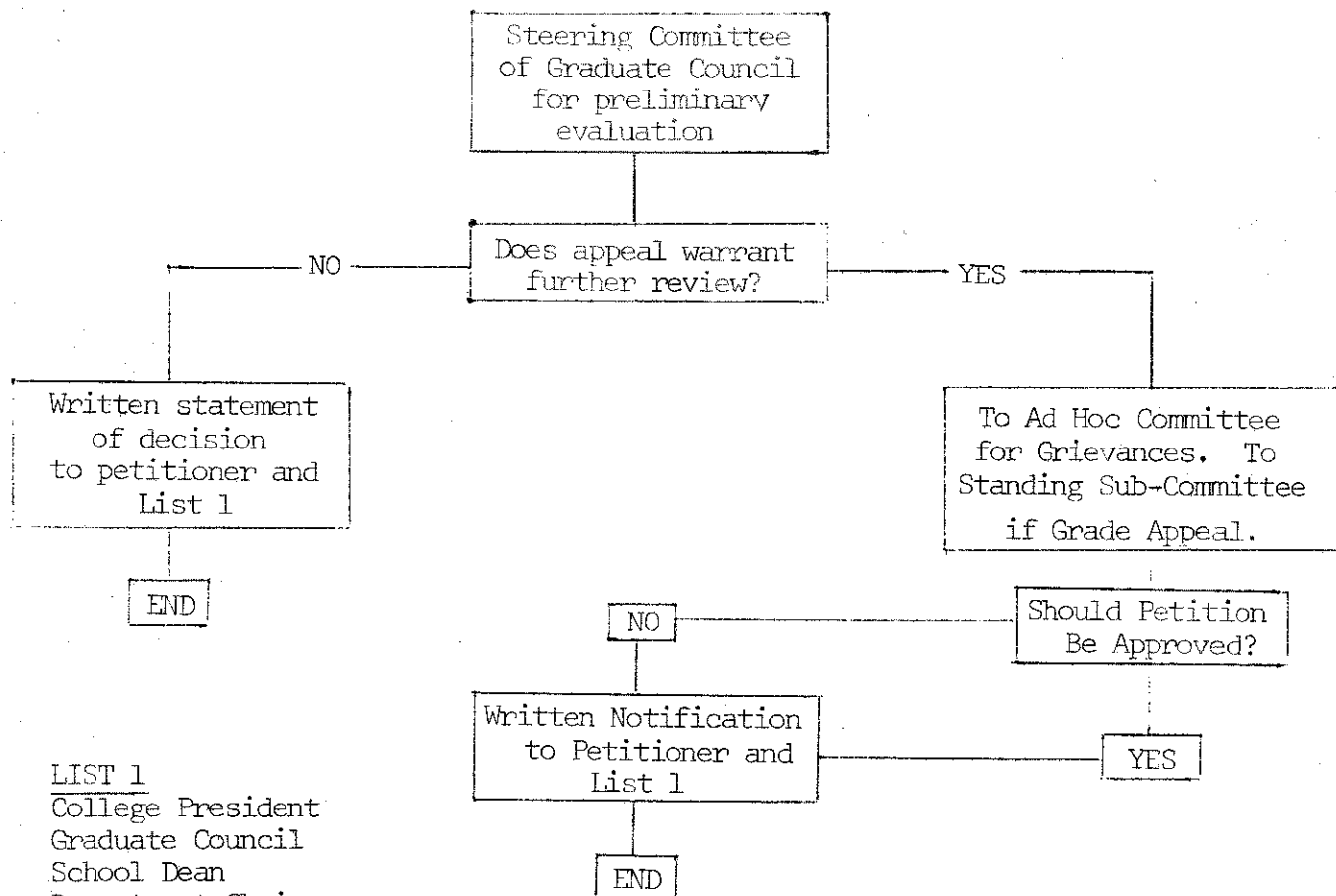
I. The ad hoc committee on grade appeals for graduate students believes that procedures for grade appeals and grievances should be similar. Therefore, we propose:

A. The "Clarification of Policies and a Statement of Procedures for Implementation of Graduate Student Grievances" be adopted for grade appeals. (See Attachment)

B. Procedures:

1. Informal attempt to resolve grade appeal and/or grievance between student(s) and instructor.
2. Attempt to resolve at Departmental level.
3. Attempt to resolve at School level.

II. If the foregoing procedures fail to resolve the Grade Appeal and/or Grievance the appeal will flow as follows according to adopted procedures (See Attached Sheet):

LIST 1

College President
Graduate Council
School Dean
Department Chairman
Faculty Member

Distributed to Academic Senate 9/22/72 and 10/13/72.
Deemed Approved by the Academic Senate 10/13/72.
Approved by President of the University 10/24/72.
Synthesized to include AND SUPERSEDE AS(GC)72-7.

