



## Student Grievance Procedures

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The aggrieved student and concerned faculty member will seek to clarify issues and resolve the conflict through personal conference and mediation. Should the student wish further redress, the following procedures are recommended.

1. The aggrieved student must initiate the procedure by submitting a written statement listing the specific grievances to the Chair of the Department of Educational Leadership Curriculum and Foundations.
2. Copies of the grievance will be given to a grievance screening board consisting of five members. A chair elected from the general faculty, two of the student's peers and two faculty members selected at random.
3. The screening board will have the responsibility to (a) determine the legitimacy of the student's allegation, and (b) make a recommendation for the further review or dismissal of the student's petition.
4. Upon recommendation for further review, notification will be sent to the Grievance committee. The Chair will set a formal hearing place, and time, thus activating the Grievance Committee.
5. The Grievance Committee should consist of eight (8) members. Three faculty members, three students from Educational Leadership Curriculum and Foundations, the Chair of the Grievance Committee, and the Chair of the Department who will serve as an ex-officio member.
6. The Grievance Committee will be given a minimum of two weeks to become fully acquainted with the complexities of the case and documents germane to the petition.
7. Under ordinary circumstances no person other than the aggrieved student, the concerned faculty member, and the Grievance Committee will be in attendance at the hearing.
8. Upon written request to the Grievance Committee Chair, the student and/or faculty member may be permitted one (1) additional person present at the hearing. This person may be permitted to speak on behalf of the individual.
9. After full and exhaustive consideration of the issues, the Grievance Committee will render a decision and notify the parties concerned within one (1) week of the date of the hearing.
10. The Committee may take recommendations for changes in policy or procedures to appropriate departmental and division committees or individual faculty.
11. An audio recording should be made of the hearing and made available to the faculty member or the student upon request.
12. A report of the grievance transaction and audiotape should remain on permanent file with the Department Chair.
13. The student may appeal the decision of the Department by submitting a copy of the Department's recommendation and decision with a letter of dissent to the College Committee.