

The University Senate of Michigan Technological University

PROPOSAL 1-98

STUDENT ACADEMIC GRIEVANCES

Michigan Technological University recognizes the need for a mechanism to assure that student grievances about faculty actions are evaluated fairly and equitably and, for this purpose, establishes the procedures outlined below.

Student complaints which are related to academic integrity or alleged discrimination and/or harassment are **not** covered under this policy or procedure. In such cases, students are directed to the Scientific Misconduct Policy, the Academic Integrity Policy, or to the Affirmative Action Office to proceed with their complaints. Likewise, complaints about existing University policy and procedure should be directed to the responsible office or unit.

PROCEDURE

Preparing the grievance

Students are encouraged to consult with their academic advisor or other trusted mentor to clarify the specific grievances, discuss appropriate approaches to the resolution of the issue, and to insure their understanding of the procedures outlined below.

Making the grievance

Students should first present their grievance in an informal discussion with the faculty member involved. If the student does not feel that a satisfactory explanation or resolution has been reached through these discussions, he or she may initiate review of the grievance by the faculty member's supervisor, in the following order:

- The student should make an appointment with the supervisor for an informal discussion of the grievance. If the grievance cannot be resolved at that time, the student will be advised to prepare and file a written statement of grievance.
- A written statement of the grievance will be submitted to the faculty member's supervisor with attached documentation (e.g., syllabi, relevant assignments, relevant teacher responses to assignments, grading criteria, papers, tests, quizzes, portfolios, etc.).

Resolution of the grievance

- The supervisor will review the complaint in a timely manner with the concerned faculty member. The supervisor may also seek review by appropriate faculty or a faculty committee within the department/school. If consultation with others is necessary, the supervisor must summarize each consultation in writing to the student, the concerned faculty member, and the consultant. The supervisor will wait a reasonable time for response from these individuals before making a decision.
- The supervisor provides a written decision to the student with copies to the faculty member involved, the Vice Provost for Instruction, and the Vice Provost and Dean for Student Affairs.

Appeal Process

The student complainant may wish to appeal the decision of the faculty member's supervisor. If so, the appeal must be made in writing within 5 working days of the original decision to the Dean of the College/School or to the Vice Provost for Instruction. The scope of the appeal is limited to one of the following:

- The student may have new information, not available at the time the supervisor reviewed the case, which would significantly affect the evaluation of the grievance.
- The student may be able to demonstrate that the procedural guidelines established in this document were breached and that such departure from established procedure significantly affected the outcome of the case.
- It should be understood by students that faculty also have a right to appeal a decision rendered by their supervisor, in accordance with the Faculty Grievance Policy outlined in Appendix C in the *Tenured/Tenure-Track Faculty Handbook*.

The Dean of the College/School or the Vice Provost for Instruction will provide a written response to the student with copies to the faculty member involved, the supervisor who made the initial decision, and the Vice Provost and Dean for Student Affairs.

Adopted by Senate: January 7, 1998

Approved by President: April 21, 1998