



## College of Education

### *College Level Student Grievance Procedures*

The College of Education's grievance procedure protects the rights of all parties involved in student-faculty-staff disputes. Students with complaints, grievances, and appeals concerning academic programs should begin by contacting the appropriate department chairperson or unit director. Causes for grievances shall include, but are not limited to, arbitrary or capricious behaviors in regards to:

- a. Admission to a teacher preparation program;
- b. Admission to the student teaching program or other clinical experiences;
- c. Dismissal from the academic program, including dismissal from clinical or student teaching experiences;
- d. Evaluation of the candidate's performance in courses, clinical or student teaching settings, or other regularly provided or required activity having a direct bearing on the candidate's being recommended for program completion, certification or for employment; or
- e. Failure to recommend the candidate for certification when requested in a timely fashion.

#### **Grievance Levels**

Before a case can be heard by the College Grievance Committee, it must proceed through three prior levels of deliberation which is documented by the student on the Student Concerns/Inquiry Record form. These levels include the following:

**Level 1:** Conference between student and instructor/staff, when practical and if applicable;

**Level 2:** Conference between student and department chairperson; and

**Level 3:** Hearing before the Department Grievance Committee

#### **College Level Hearing Initiation**

To initiate a hearing before the College Grievance Committee, the student must complete the 'Petition for Hearing' form and return it along with the 'Student Concerns/Inquiry Record' form to the Dean's office in ED 320. These forms may be obtained from ED 320. It is the student's responsibility to obtain the appropriate signatures at each stage of the process. Failure to follow instructions will result in the form being returned, thus delaying the requested hearing.

## **College Grievance Committee Formation and Composition**

Specific procedures for the hearing of each case shall be determined by the members of the committee deliberating that case.

The composition of the College Grievance Committee shall be:

1. The Dean of the College of Education or an administrative representative who shall chair the committee and convene the committee meetings.
2. Two faculty members or one faculty member and one administrator not from the department involved. Adjuncts will be eligible at the discretion of the department chairperson, director or coordinator to serve on the committee.
3. Two student representatives; one from the department involved and the other from another department or program within the college. The student representatives should not be enrolled in any classes of the grievant.
4. The faculty or staff member against whom the grievance is lodged should not be a member of the grievance committee.
5. The student who is filing the grievance should not be a member of the grievance committee.

The committee makes recommendations to the Dean within five business days after the hearing. The Dean's decision is final

Petitions by students based on circumstances that could constitute a request for an academic adjustment or modification on the basis of a disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 will be referred to and processed by the Abilities Office for Disability Services.

# College of Education

## Student Petition for Hearing

Petition received in  
Dean's Office  
(Date stamp and initials)

Complete this form and return it to the Dean of Education's Office in ED 320. You will be notified in writing within five business days of status of your petition.

### Student Grievant Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

### Faculty/Staff Member Information

Faculty/Staff Member Name \_\_\_\_\_

Department or Academic Unit: \_\_\_\_\_

Office Location \_\_\_\_\_ Telephone Ext: \_\_\_\_\_

Course # and Title, if applicable: \_\_\_\_\_

Term and Year \_\_\_\_\_

### Grievance

Use the Student Concerns/Inquiry form (Attachment 1) to state in specific terms the nature of your grievance(s) against the faculty or staff member and the resolution you are seeking. Attach additional pages if necessary. If you have more than one grievance against the same individual, number and state each one as a separate item. Your hearing before the Committee will be restricted to consideration of the specific statements listed below. Include the signed Documentation of Petition Actions (Attachment 2) to show that you completed all levels in the process prior to submission to the Dean's office.

**Attachment 1**

**Student Concerns/Inquiry Record'**

**Nature of Grievance(s):**

Please explain all details pertaining to this petition. Provide dates or occurrences, letters, emails and other supporting documentation that help to explain your petition. Attach all documents to this form and briefly describe the materials that you are attaching.

**Grievance #1:**

**Resolution (s) sought:**

**Describe supporting documentation:**

**Attach additional pages if needed.**

**Attachment 2**

**Documentation of Petition Actions**

Before a case can be heard at the College level, it must have been considered at the following three prior levels:

**Level 1 – Conference between Student and Instructor/Staff**

(When this step is taken, make an attempt to obtain the faculty or staff member's signature. Alternatively, e-mail or other correspondence may be used to document that you have completed Level 1.)

\_\_\_\_\_  
Date and Place of Conference

\_\_\_\_\_  
Faculty Member or Department  
Chairperson's Signature

**Level 2 – Conference between Student and Department Chair/Unit Head**

(Obtain the department chair's signature after you have had a conference with him/her)

\_\_\_\_\_  
Date and Place of Conference

\_\_\_\_\_  
Department Chairperson's  
Signature

**Level 3 – Hearing before Department/Unit Student Grievance Committee**

(Obtain the department grievance committee chair's signature after at the conclusion of the committee meeting.)

\_\_\_\_\_  
Date and Place of Hearing

\_\_\_\_\_  
Signature of Department Chairperson or  
Committee Chairperson

Name of Committee Members present (to be completed by committee chairperson:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_