



Grievance/Grade Dispute Process

Informal Resolution Process

1. Student must first attempt to resolve the matter with the other party. *Student may consult with the Ombudsman prior to this step.*
2. Student should attempt to resolve the issue with the Chair or supervisor. *Student may consult with the Ombudsman prior to this step.*

If this informal process fails to resolve the matter, the student may initiate a formal grievance.

Formal Resolution Process

1. Student meets with the Ombudsman to discuss the formal complaint process.
2. Petition is submitted to the University Ombudsman's office no later than the end of the semester following that in which the alleged cause of the dispute occurred.
3. Petition is forwarded to the Student Fairness Committee (SFC) by the Ombudsman.
4. A subcommittee of the SFC investigates the claim and submits its findings to the full SFC for consideration.
5. The SFC offers a recommendation/judgment in the matter.
 - a. If the SFC finds in favor of the employee:

The SFC decision will exhaust all campus options for the student and the case is closed.
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 - b. If the SFC finds in favor of the student:
 - i. If the decision is **to accept** the SFC recommendation:

The employee will submit their acceptance in writing and, after corrective action is taken, the case will be closed.
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 - ii. If the decision is **to reject** the SFC recommendation:

The SFC will forward the case to the Board of Academic Freedom and Professional Responsibility for review and a final decision.
