



Graduate Student Grievance Form

(College Level – see note below)

Student Name: _____

<p><i>Did you complete and hold a Departmental Level Grievance? If answer is No, you must complete Departmental Grievance process before completing Level III (College Level Grievance)</i></p>	<p>Yes</p> <p>No</p>
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Date: _____ Phone Number: _____

Email: _____

Banner #: _____

School: _____

Degree Program: _____

No. of Semester: _____

Appointment Date & Time: _____

Referred by Dean: _____

(Name of College)

<p>School Use Only: Signature required acknowledging student has discussed request through appropriate channels.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">Advisor:</td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">Chair:</td> <td></td> </tr> <tr> <td style="text-align: center;">Dean:</td> <td></td> </tr> <tr> <td style="text-align: center;">Financial Aid Office:</td> <td></td> </tr> <tr> <td style="text-align: center;">Registrar's Office:</td> <td></td> </tr> </table> <p>Assistance Requested for the following:</p> <ul style="list-style-type: none"> Drop/Add Late Registration Financial Balance Registrar's Office Cancellation of Registration Withdrawal Transient Request Admission Reinstatement Transcript Request Complaint Other Grievance _____ Policy # 	Advisor:		Chair:		Dean:		Financial Aid Office:		Registrar's Office:		<p style="text-align: center;">Detailed Explanation and Request:</p> <hr/> <p style="text-align: center;">Resolution (Do Not Write Below – Office Use Only)</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Advisor:											
Chair:											
Dean:											
Financial Aid Office:											
Registrar's Office:											
<p>Do Not Write In This Space – Office Use Only</p> <p>Referred to: <input type="checkbox"/> College of Agricultural, Life and Natural Sciences <input type="checkbox"/> College of Education, Humanities and Behavioral Sciences <input type="checkbox"/> College of Business and Public Affairs <input type="checkbox"/> College of Engineering, Technology and Physical Sciences</p>											

Received by Office Staff: _____
(Print Name)

Date: _____

Resolved By: _____
(Print Name)

Date: _____

Level I: The objective of the Graduate Student Grievance Process (GSGP) is to achieve a fair and equitable resolution of complaints or grievances at the earliest possible time at the lowest possible level. A graduate student who elects to pursue a complaint or grievance through the GSGP must first attempt to resolve the issue with the, faculty member, supervisory committee, or administrator involved. If the conflict remains unresolved, the graduate student should make a written appeal to the department head or immediate supervisor, and, if pertinent; with any relevant departmental faculty member or Departmental Grievance Committee. §Within fifteen days of receipt of the written appeal, the department head or immediate supervisor will schedule a meeting of a Departmental Grievance Committee, The department head will also notify the student and all concerned faculty members of the date and time of the meeting of the Departmental Grievance Committee. During the meeting of the Departmental Grievance Committee the students and relevant faculty members, individually, may present pertinent information related to the dispute. Each side has twenty minutes to present relevant facts about the case. Within seven days of the hearing, the Departmental Committee will produce a written document that denotes the findings of the committee as well as recommended resolution(s). The document should be signed by all participating parties to confirm their receipt. Copies of the signed document will be provided to the complainant (via certified mail), relevant faculty members, and the College Dean in the conflict resolution session. The official copy shall be sent to the Graduate School to be retained in the student's file.

NOTE: If the complaint involves the department head or chair, the student should discuss the conflict with their respective College Dean who will appoint another faculty member within the student's department or from a related area to discuss the problem. The outcome of this conflict resolution process shall be a written document. The document should be signed by all participating parties to confirm their receipt. Copies of the signed document will be provided to the complainant (via certified mail), relevant faculty members, and College Dean in the conflict resolution session. The official copy shall be sent to the Graduate School to be retained in the student's file. §Departmental Grievance Committees usually consist of at least 3 graduate faculty members from the department or a related department and the Director of Institutional Research who will serve in an ex-officio capacity. Departmental Grievance Committees may also but are not required to contain at least one student. Grievances filed by students on the Departmental level must-contain a letter outlining the problem as well as the student's suggested resolution.

Level II: If the student is not satisfied with the outcome within the Department and wishes to appeal the decision, he or she must petition, within ten days of receipt of the conflict resolution letter by providing notification to the respective College Dean. Notification must be made in the form of a letter that details the issue(s) in question as well as the student's suggested resolution. Upon receipt of the letter, the College Dean will notify the student in writing, within fifteen days, informing him or her of the date and time of a college-level hearing. College-Level Grievance Committees will consist of at least three faculty from the College (to exclude faculty from the department or class from which the issue arose), the College Dean or their designee (who will serve as chair), and the Director of Institutional Research. The Committee may also include one or two graduate students from the College (excluding students from the department or class from which the issue arose). College-Level Grievance Committees (CLGC) may decide to conduct a further review of the case, with the option of calling in parties to the dispute. The College Dean will, in that case, solicit documents pertinent to the case (at a minimum, the original grievance to the department, documentation used by the department reports relevant to the case). The Dean of Graduate Studies, or his or her designee, will be present at all College-Level Grievance Committee meetings. The College-level Grievance Committee releases the results of its findings within ten days of holding its meeting. The College Dean will notify the student (via certified mail), and the department chair of the Committee's verdict. The official copy of the decision shall be sent to the Graduate School to be retained in the student's file.

NOTE: The Director of Institutional Research serves as an ex-officio member. The role of the Director of Institutional Research's participation is to ensure that all decisions rendered by College-level committees, fall within SACS accreditation guidelines.

Level III: If a student is not satisfied with the outcome rendered by the College-Level Grievance Committee, he or she must (within ten days of receipt of the letter from the CLGC) submit a formal appeal application to the Dean of the Graduate School. Appeal applications must also be accompanied by copies of the findings from the Department and College-Level Grievance Committees. Within fifteen days of receipt of the completed application, the Dean of Graduate Studies will convene a University Grievance Committee that consists of at least three graduate faculty (to exclude faculty from department or class from which the issue arose and faculty who served on the College-Level Grievance Committee). The Dean of Graduate Studies will also identify a member of the graduate faculty to serve as chair of the committee. The Committee may also include a graduate student (to exclude students from the department or class from which the issue arose) and the Director of Institutional Research who will serve in an ex-officio capacity. At least seven days before the hearing, the Office of Graduate Studies will submit to members of the Committee any documents or physical evidence to be presented at the hearing. The Committee chair shall establish a time and place for a hearing to be held no later than ten days from the date of final determination of the Committee membership, unless for good reason stated in writing to the complaint and other concerned parties the Committee chair schedules the hearing for a later specified date. Hearings are conducted, with the Committee chair presiding, in closed session. Only evidence submitted in a timely manner, to the Graduate School, is considered in determining the validity of the complaint. Hearings are conducted with reasonable dispatch and terminated as soon as fairness to all parties involved permits. Students submitting a complaint are not allowed to bring an associate or companion. Moreover, the presence of an attorney is neither necessary nor recommended. However, if the student elects to have counsel present, the University's attorney must also be afforded an opportunity to attend. Accordingly, the student must notify The Graduate School, in writing, at least seven days prior to the Hearing if he/she intends to have an attorney present. The attorney's presence at the Hearing does not change the proceeding. Examination of witnesses; questioning of parties or direct participation in the proceeding by the attorney is not permitted. An attorney may speak in an unobtrusive manner with his/her client in an advisory capacity.

Within 15 days after the Hearing adjourns, the Committee shall present to the Dean of The Graduate School its report, including findings, conclusions, and recommendations for action. A written summary of the proceedings and an audio recording of testimony are retained for at least one year.

The Dean of The Graduate School, within 5 days after receipt of the Committee report, shall approve and transmit the report to the University Provost for review and ratification. At this juncture, the report is sent back to the Dean of Graduate Studies for dispensation. The dispensation process shall include an evaluation of the validity of the grievance and a statement of the action to be taken. Copies of the decision shall be transmitted to the student, the faculty and staff member(s) involved, the Dean of the College, within fifteen days of receipt of the signed document, by the Dean of Graduate Studies.

The decision of the Graduate Grievance Committee shall become final at the close of the seventh day after issuance of the final document with the Provost's review and ratification unless the student or any other party directly involved files a written request for consideration of the findings to the Provost, whose review will be limited to the hearing record.