

## Grievance Policy

For matters of academic honesty, students should refer to the University Academic Honesty policy.\* For all other matters, a multi-level procedure for redress of a grievance is available to any graduate student of the department. Prior to initiating the grievance process at the departmental level, the grieving student has the opportunity to seek advice from the College, by requesting an appointment with the Associate Dean for Graduate Studies. The Associate Dean may recommend that the student meet with one or two members of the College Graduate Committee, who are not in the same department as the student, to discuss the issues at hand.

To initiate the grievance process within the Department of Chemistry, the student must communicate with the Graduate Committee Chair (or, if the Graduate Committee Chair is involved in the grievance, the Department Chair) in writing. In this notice, the grievant must state:

1. The issue being grieved and evidence to support the grievance.
2. The desired resolution.

The grievance will be heard and adjudicated by the Graduate Committee, which is empowered, if deemed appropriate, to take statements from individuals involved in the case. Such individuals will be contacted to set a time, place, and date for their testimony to be given. No formal record of the proceedings need be kept. Normally, the committee shall complete its work within thirty calendar days of the request for a hearing unless extenuating circumstances make this deadline impossible to meet. A brief, written summary of the decision of the committee with their findings and recommendations will be provided to the student and the Department Chair within ten days of completion of the committee's work.

Every effort shall be made by the student, faculty member, and chair to resolve the grievance within the departmental structure. If the departmental grievance procedures do not resolve the grievance, the graduate student may petition the college for redress of the grievance. The student must file written notice of a formal grievance with the Associate Dean for Graduate Studies within ten calendar days from the receipt of the departmental decision regarding the grievance.

*\*Because assigning a grade or evaluating a student's academic performance involves the faculty's professional judgment and is an integral part of the faculty's teaching responsibilities, disagreement with an instructor concerning a grade or evaluation is not a justifiable grievance under this policy. In cases where such is in question, the faculty member shall be responsible for the assignment of grades.*