



## Graduate Student Grievance Procedure

This grievance procedure provides a process for constructively resolving serious academic, supervisory or administrative grievances that undergraduate and graduate students may have with faculty, preceptors, staff or administrators. Its purpose is to resolve in a fair manner any grievances arising from grading, other evaluation or supervisory practices, and appeals that students may want to initiate if they are dissatisfied with the results of a discussion. If a mutually acceptable resolution is reached, the matter will be considered closed. If either party wishes to have a written statement of the outcome, the parties will put the resolution in writing, sign it, and each retain a copy, no later than two weeks after the mutually acceptable resolution has been reached.

If, however, a mutually acceptable disposition cannot be achieved, the student may present the matter in writing jointly or both, in an attempt to resolve the matter. If a settlement is reached by the parties, it is to be put in writing and signed by the Chair and each of the parties, with each to retain a copy. If no response and/or signature is received from the student within two weeks after a summary of the settlement is sent, this will be considered an acceptance by the student of the settlement outlined by the Chair. If no resolution is reached, the Chair will prepare a written summary of events relevant to the grievance and provide a copy of it to the student and the faculty member or other individuals involved. If the student is dissatisfied with the outcome of the discussions and process at the Chair level, the student may initiate a formal appeal.

The student must initiate the appeal as early as possible, but not later than thirty (30) days after receiving