

THE HERBERGER INSTITUTE FOR DESIGN AND THE ARTS STUDENT GRIEVANCE PROCEDURE

A grievance may be filed against a faculty member when a student feels he or she has been unfairly graded or has any other academically related complaint against a faculty member. The student may first follow an informal procedure, as indicated below. If the problem is not resolved informally, the student may then follow the formal grievance procedure. **A grievance must be filed no later than the end of the semester immediately following the semester in which the disputed incident occurred.** Grievances concerning incidents occurring in the fall semester or winter session must be filed by the last day of classes in the spring semester. Grievances concerning incidents occurring in the spring semester or either first or second summer session must be filed by the last day of classes in the fall semester. Grievances cannot be processed during the summer months or University vacation periods.

Informal

1. Students with grievances should first consult with the faculty member in an effort to resolve the problem.
2. If this meeting does not result in a satisfactory resolution of the problem, the student may next consult the chair/director of the department/school, who should advise the student of the availability of an ombudsperson to assist in the resolution of the matter.
3. If no resolution is reached at this level the student may then confer with the Associate Dean for Students in the Herberger Institute for Design and the Arts, who will review the case. If no resolution is achieved, the Associate Dean will refer the case to the Herberger Institute Curriculum Committee (graduate committee for graduate students, undergraduate committee for undergraduate students), from which the Grievance Committee will be drawn, and a formal meeting will be scheduled.

Formal

A panel of three will act as the Grievance Committee. The Associate Dean for Students will appoint two or three faculty members from the appropriate Herberger Institute Curriculum Committee. One member of the Grievance Committee may, upon request by the student bringing the grievance, be a Herberger Institute Student Senator (for undergraduate students) or a member of the GPSA (for graduate students), also appointed by the Associate Dean for Students. The Grievance Committee will elect a Chair from the faculty membership.

The Herberger Institute for Design and the Arts Student Grievance Procedure

The student and faculty member will have one opportunity to request the withdrawal of any one member of the Grievance Committee due to a perceived bias. In addition, members of the Committee will be given the opportunity to withdraw due to their own perceived bias. If a faculty committee member withdraws, another member of the Herberger Institute Curriculum Committee, appointed by the Chair, will replace that member. In the event of the withdrawal of a student representative, the Associate Dean for Students will appoint a replacement.

1. The aggrieved student will submit a written statement to the Chair of the Grievance Committee. Copies of the statement will be distributed to the faculty member involved in the grievance, the members of the Grievance Committee, and the Dean of the Herberger Institute for Design and the Arts.

Within fourteen calendar days of receipt of the grievance the faculty member must submit a written response to the Chair of the Grievance Committee which will be distributed to the members of the Grievance Committee, the student and the Dean of the Herberger Institute for Design and the Arts.

2. Within fourteen calendar days of the distribution of the faculty member's reply, a meeting will be held to consider the grievance. Both parties in the grievance will have the opportunity to present their positions to the Committee in person and/or in writing. The student and faculty member should be present throughout the meeting(s) in order to allow for immediate response to testimony. The student will appear before the Committee first. In the event that the student or faculty member is away from campus, this hearing can be held via phone conference. Up to three additional witnesses for either side may appear at the meeting.
3. The meeting will be closed. Neither party may be represented by legal counsel. An audio recording will be made of the meeting and will be retained by the Dean's Office for two years. The Chair of the grievance committee may schedule additional meetings, if necessary.
4. A written report of the recommendation of the Committee will be submitted to the Dean of the Herberger Institute for Design and the Arts no later than thirty calendar days after the hearing. Copies of the Committee's recommendation to the Dean will be distributed to the student and faculty member.

The Herberger Institute for Design and the Arts
Student Grievance Procedure

5. The Dean will make a final decision after consideration of the Committee's recommendation, within twenty-one calendar days of receiving its report. Written notification of the Dean's decision will be sent to the student and the faculty member. Grade changes (if any and if recommended by the committee) will be made by the instructor. In the absence of the faculty member caused by such things as death, resignation, termination, retirement or prolonged illness, the Dean is authorized to change a grade. The Dean shall have authority to take action as is deemed necessary by the case and shall so inform the student, instructor, chair/director and the Registrar of action taken.
6. Time lines delineated in this document may be extended by the Associate Dean for students in the Herberger Institute for Design and the Arts and his/her designee, in consultation with the Chair of the Grievance Committee.