

3359-24-02 Grievance procedure for graduate students.

(A) Purpose.

The procedures set forth are intended to provide graduate students with a formal channel of appeal and redress of grievances arising out of their academic and/or employment relationship with the university.

(B) Procedures.

- (1) Any graduate student who believes that they have valid grounds for a complaint shall attempt to resolve the problem through a conference with the faculty member involved, the department head, and/or the graduate advisor. Following that, the student may attempt to resolve the problem with the assistance of the academic dean. A graduate student presenting a case to the academic dean must provide a full written statement of the grievance, together with all appropriate supporting material. When or if the problem has not been adequately solved at that level or the student wishes to appeal that decision, the student shall prepare a written statement of the complaint setting forth clearly and specifically the allegations and shall hand deliver or email the written complaint to the dean of the graduate school. The dean of the graduate school shall notify the complainant confirming receipt of the complaint and shall request all materials from the dean of the complainant's college.
- (2) The dean of the graduate school shall review the relevant materials and gather any additional information through documents or interviews to make a decision on the grievance. The burden of proof is on the graduate student to show that there has been a violation of the graduate student's rights. The dean of the graduate school shall issue a written decision on the grievance.
- (3) A written appeal may be filed with the executive vice president and provost if the student does not agree with the decision of the dean of the graduate school. The executive vice president and provost will assess each case on an individual basis and may appoint a grievance committee to make a recommendation. The decision of the executive vice president and provost will be final.

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Certification: _____
M. Celeste Cook
Secretary
Board of Trustees

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