

Grievance Policy and Procedure
For
Graduate, Professional, and Post-Baccalaureate Student

College of Technology

POLICY

The College of Technology is committed to resolving legitimate grievances concerning violation of university, college, and/or department academic policies or procedures in a fair and orderly manner. As a result of this commitment, the College has established procedures for resolving these grievances.

A grievance results from actions taken against a student by a member of the faculty, whether full-time or part-time, staff or administration that violates a university, college and/or departmental policy.

No person shall be subjected to retaliation for having utilized or having assisted others in the utilization of the grievance process. A grade or an evaluation is not the basis for a justifiable grievance unless violation of explicit university, college, and/or departmental policy can be shown to have affected the grade or evaluation.

The following policy and procedures for graduate and post-baccalaureate (PB) students apply to the redress of grievances concerning academic and instructional matters and other issues for which there are no other existing grievance procedures.

PROCEDURES FOR A WRITTEN ACADEMIC GREIVANCE

Step 1: Beginning Procedures

Every effort shall be made by the graduate/PB student and the faculty member(s) involved to settle their differences amicably and informally to redress the grievance. Graduate/PB students who believe they have a legitimate grievance shall begin discussion with the involved parties within five class days of the discovery. If appropriate or necessary, the department chair shall participate in this informal effort to resolve the grievance. If appropriate, the aid of a disinterested mediator should be sought to aid resolution.

Step 2: Procedures at the Department Level

In the event that an informal resolution is not possible, the graduate/PB student may petition the department chair by filing a formal written complaint within 10 class days after the decision is mutually made that the grievance cannot be settled informally. The letter shall include the following information and have appropriate documentation attached:

- a. Student's full name as shown on University records
- b. Student's full mailing address and home and work telephone numbers
- c. Student's UH ID number
- d. Student's classification and major
- e. Statement of the basis for the grievance
- f. Outline of the steps taken to resolve the grievance to date
- g. Remedy being requested
- h. Basis of disagreement with previous discussions

Upon receipt of the written grievance, the department chair or the designated department official shall initiate the department's procedures for considering an academic grievance. At the conclusion of the department's procedures, the department chair shall render a decision and notify all parties of the decision in writing.

Step 3: Procedures at the College Level

In the event that either the student or the faculty member is unsatisfied with the outcome of the departmental level process (steps 1 and 2 above), that party may petition the Dean of the College of Technology by filing a formal written complaint within seven class days of receipt of the written decision. Within five days of notification, the Dean of the College shall establish a date for a College Grievance Committee hearing and will notify the instructor, the student, and the grievance committee. The hearing must take place within 15 class days of the initial notification of the Dean. The membership of the College of Technology Grievance Committee is established according to the College's By-Laws.

At the hearing, both sides shall be given an opportunity to present their case. The grievance committee has the right to set reasonable time limits for each party to present his/her case. All parties have the right to bring an advisor to the hearing. This individual may attend the hearing, but shall not participate in the hearing or enter into argument with the parties present. If either side intends to have individuals appear at the hearing, the chair of the College Grievance Committee must be notified in writing at least three class days before the hearing. No recording of the hearing will be required.

Should any of the parties fail to appear, without good cause, at the designated time and place of the departmental hearing, the College Grievance Committee may render a decision in their absence. The College Grievance Committee shall then render a decision within three class days after the hearing and forward copies of the decision to the student, instructor, and dean.

If either the grievant or the respondent is unsatisfied with the outcomes of the college level process, that party may petition for a university level review by the Graduate and Professional Studies Grievance Committee (GPSGC) which is under the purview of the Dean of Graduate and Professional Studies. This petition must be in writing and filed with the Dean of Graduate and Professional Studies within 30 calendar days of the final disposition at the college level.

Review at the university level shall be for the purpose of determining if department/college grievance policies and procedures were followed, whether the grievant and respondent were given appropriate due process, or if new information, not considered at the departmental/college level, has been discovered. Procedural violations which would not affect the substantive result or are not substantially prejudicial to either party are not grounds for an appeal. Therefore, in the written petition for a university level grievance, the petitioner must address one or more of the issues articulated above. The written petition should also state the requested outcome of the university level review.

Students should consult with the Graduate and Professional Studies Catalog for more detailed information about the university-level grievance procedure.

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Department of Human Development and Consumer Sciences

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The Department of Human Development and Consumer Sciences in the College of Technology is committed to resolving legitimate grievances concerning violation of university, college, and/or department academic policies or procedures in a fair and orderly manner. As a result of this commitment, the department has established procedures for resolving these grievances.

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Step 2: Procedures at the Department Level

In the event that an informal resolution is not possible, the graduate/PB student may petition the department chair by filing a formal written complaint within 10 class days (Monday through Friday) after the decision is mutually made that the grievance cannot be settled informally. The letter shall include the following information and have appropriate documentation attached:

- a. Student's full name as shown on University records
- b. Student's full mailing address and home and work telephone numbers
- c. Student's UH ID number
- d. Student's classification and major
- e. Statement of the basis for the grievance
- f. Outline of the steps taken to resolve the grievance to date
- g. Remedy being requested
- h. Basis of disagreement with previous discussions

Upon receipt of the written grievance, the department chair or the designated department official shall initiate the department's procedures for considering an academic grievance.

Within five class days (Monday through Friday) of notification, the chair shall establish a date for the departmental hearing and will notify the instructor, the student, and the grievance panel. The hearing must take place within 15 class days (Monday through Friday) of the initial notification. The grievance panel shall consist of three voting members: two faculty members from the department and one graduate student from within the College of Technology who is enrolled in a different department. The graduate academic advisor from the College of Technology will be present to provide clarification on procedural matters but will not vote.

At the hearing, both sides shall be given an opportunity to present their case. The grievance committee has the right to set reasonable time limits for each party to present his/her case. All parties have the right to bring an advisor to the hearing. This individual may attend the hearing, but shall not participate in the hearing or enter into argument with the parties present. If either side intends to have individuals appear at the hearing, the chair must be notified in writing at least three class days before the hearing. No recording of the hearing will be required.

Should any of the parties fail to appear, without good cause, at the designated time and place of the departmental hearing, the chair may render a decision in their absence. The chair shall then render a decision within three class days after the hearing and forward copies of the decision to the student, instructor, and dean.

Both the student and the instructor have equal right of appeal if the decision of the chair is unacceptable. If a written request for appeal is not received by the dean of the college within seven days (Monday through Friday) of the department chair's decision, the action recommended by the chair shall be implemented.

A copy of the College of Technology Grievance Policy and Procedures is available in the graduate academic advisor's office, room 108, building T1.

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Department of Engineering Technology

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Department of Information and Logistics Technology

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