

## **College of Engineering Academic Grievance Procedure for Graduate Students**

If a graduate student has an academic grievance against a faculty member, the student should attempt to resolve the problem by adhering to the following procedure:

1. Discuss the problem with the instructor involved and try to arrive at a mutually agreeable resolution.
2. If, after a verbal attempt to resolve the problem fails, he/she may direct a written request for consideration to the instructor involved. (a,e,f)\*
3. If the student is dissatisfied with the instructor's response, he/she may direct a written request for reconsideration to the Chair of the department in which the instructor resides. A meeting of the Chair with the student and/or instructor may be requested by any of the parties. (b,e)\*
4. If the student is dissatisfied with the Chair's response, he/she may direct a written request for reconsideration to the College of Engineering (COE) Graduate Committee which is chaired by the Associate Dean of Graduate Studies and Research Administration. A meeting of the COE Graduate Committee with the student and/or instructor may be requested by any of the parties. (b,e)\*
5. If the student is dissatisfied with the College Graduate Committee's response, he/she may direct a written request for reconsideration to the Dean of the College of Engineering. (b,e)\*
6. If the student is dissatisfied with the College Dean's response, he/she may present the grievance to the College of Graduate Studies. (b)\*
7. A final appeal may be made to the Committee on Academic Standing of the Graduate Council and its decision shall be binding on all parties involved in the grievance. This step completes the grievance process.

### **Notes:**

- a. Graduate students must file the initial grievance with the instructor and a copy to the department no later than one semester after the occurrence of the incident.
- b. If students desire to proceed to the next level of appeal, they must file within ten working days of the last rendered decision until final resolution of the grievance. It is the responsibility of the student to initiate each successive step of his/her own individual grievance. All parties involved are expected to handle these matters expeditiously and to render decisions in a timely fashion.
- c. If at any step of the procedure, the student decides to drop the grievance, it will be considered denied. If at any step of the procedure, the instructor decides to grant the grievance, it will be considered granted. If at any step of the procedure, the student agrees to a settlement that is satisfactory to the instructor, it will be considered settled.
- d. All matters concerning a student grievance will be kept confidential between the parties directly involved to assure, as much as is possible, the privacy rights of the parties.
- e. Steps 1 through 5 starting with a verbal attempt with the instructor ending with the recommendation from the Dean of the College must be completed before the conclusion of the next semester in order to enable the student to timely initiate his/her appeal to the University level.
- f. If the instructor involved in the grievance is not available at the beginning of the next semester due to University approved leave of absence or for any reason, the student will initiate the procedure at step 2, and at the same time proceed to step 3 by submitting a written request to the Department Chair. The Chair will promptly make every effort to locate the instructor and obtain the instructor's response to the grievance which will be included in the grievance material. These efforts will include all available electronic means or any other means available to the Chair.

---

\* References to notes where applicable.

## **APPENDIX 1**

### **The University of Toledo Graduate Student Academic Grievance Policy**

**(Policy Number: 3364-77-02)**

The student academic grievance policy and process are outlined at:

<https://www.utoledo.edu/offices/provost/academicgrievance/index.html>

Graduate students with an academic grievance should follow the procedures established by their respective academic college and review the **Graduate Student Academic Grievance Policy** (Policy number: 3364-77-02).