



**COLLEGE OF HEALTH  
AND HUMAN SERVICES**

THE UNIVERSITY OF TOLEDO

**COLLEGE OF HEALTH AND HUMAN SERVICES  
GRADUATE STUDENT ACADEMIC GRIEVANCE PROCESS AND POLICY  
(Approved by College Council – 11/23/2020)**

The University of Toledo recognizes a student's right to due process. An academic grievance is a complaint brought by a student regarding the university's education and academic services and must be based on a violation of a university rule, policy, or established practice.

The College of Health and Human Services (CHHS) Graduate Academic Grievance Process and Policy shall follow the University of Toledo's College of Graduate Studies established Graduate Academic Grievance Policy and Procedures which are incorporated herein by reference.

**STUDENTS MUST FOLLOW THE FOLLOWING STEPS WHEN PURSUING A  
GRADUATE ACADEMIC GRIEVANCE WITHIN THE CHHS:**

**STEP 1:**

The student must promptly discuss the problem with the faculty member whom the student believes has taken improper action. Note: If the faculty member is not at the university during the semester in which a grievance petition must be filed and initial discussion between the student and faculty member is impossible, then the student may skip STEP 1 and proceed directly to STEP 2.

**STEP 2:**

If resolution is not achieved, the will student promptly submit to the chair of the faculty member's department or school the CHHS Petition for Academic Grievance Form ("Petition") that can be obtained by clicking the following link,

<https://www.utoledo.edu/hhs/resources-facstaff/pdfs/CHHS%20-%20Petition%20for%20Academic%20Grievance%201.7.21.pdf>.

The Petition must contain the faculty member's signature verifying that the grievance could not be resolved between the student and the faculty member. The student must then discuss the problem with the Chair of the faculty member's department or school. For more information about School Chairs visit: <http://www.utoledo.edu/hhs/about/contact.html>.

**STEP 3:**

If resolution is still not achieved after the student discusses the grievance with the Chair of the faculty member's department or school, the student must formally request a meeting with the CHHS Associate Dean or representative responsible for dealing with CHHS student academic grievances by completing the "Reason for Appeal/Desired Outcome" section of the Petition (including the Chairperson's signature and written recommendation) and submitting the form and any accompanying paperwork to the Office of the Associate Deans.

The student must provide the Associate Dean with the reasons for the appeal and the desired outcome. The student must meet with the Associate Dean to review and discuss the issue. The Associate Dean will attempt to resolve the issue by meeting with the appropriate faculty member, but he or she may not unilaterally change the grade. For more information about the Office of the Associate Dean visit: <http://www.utoledo.edu/hhs/about/contact.html>

#### STEP 4:

If, after meeting with the Associate Dean, resolution is still not achieved, the student may formally request a review by the Health and Human Services' Graduate Academic Grievance Committee. The Associate Dean can provide the contact information for the Chair of the Health and Human Services' Graduate Academic Grievance Committee.

#### STEP 5:

If, after meeting with the Health and Human Services' Graduate Academic Grievance Committee, the student wishes to grieve the decision of the college, the student may appeal in writing to the Dean of the College of Graduate Studies. The appeal must be initiated within the semester following the contested grade or issue.

- a) This appeal must include a statement of the specific grounds for appeal and must be accompanied by the written explanations of decisions made at all previous levels of review.
- b) The Dean of the College of Graduate Studies shall attempt to resolve the case by meeting or otherwise communicating with both the student and the college.
- c) If a resolution is not achieved, the Dean of the College of Graduate Studies shall call the Committee on Academic Standing into session to hear the appeal no later than thirty (30) working days, Mondays through Fridays, (not counting holidays and school breaks) after receipt of the written appeal. A quorum of one-half of Committee members must be present to hear the appeal. Any member of the Committee who has first-hand knowledge of the alleged violation will be excused from the hearing panel.
- d) The student shall be given a minimum of seven (7) working days written notice of the date, time and place of the hearing, and he or she is entitled to have counsel present for advisory purposes only. The student will present the appeal and shall have the burden of establishing that the grade or other decision is incorrect. He or she may call witnesses on their behalf and may question witnesses of the University. Any legal counsel does not have a speaking role in the proceedings. Likewise, the faculty member who is presenting the charge may question witnesses testifying on the student's behalf. The Committee may question any witness and request relevant documentation, which is not otherwise provided.
- e) At the conclusion of the hearing or within fourteen (14) working days thereafter, the Committee shall issue its decision and state the grounds therefore. Both the student and the faculty member shall receive a copy of the decision, and a copy shall be formally communicated to the Dean of the College of Graduate Studies.

Procedural Error: If either the student or the involved professor believes the Committee decision resulted from a procedural error, the student or professor may appeal in writing to the Dean of the College of Graduate Studies within ten (10) working days receiving the Committee's decision. If an appeal is timely presented to the Dean of the College of Graduate Studies, the Dean shall review all documentation and proceedings from the prior hearing solely for procedural error and either:

- a) dismiss this final appeal on the grounds that no procedural error occurred, or
- b) remand the decision to the Committee for the purpose of obtaining further relevant evidence and for confirmation or reversal of its original decision, or
- c) instruct Graduate Council to impanel a new Committee on Academic Standing to adjudicate the case.

If no appeal is made, the decision of the Committee on Academic Standing shall be final and will be implemented by the Dean of the College of Graduate Studies. The Dean of the College of Graduate Studies shall notify the student and college in which the alleged violation occurred within fourteen (14) working days of receiving the final decision.