

**Academic Grievance Procedure**  
**Department of Finance**  
**(passed 11/15/01)**

The Department of Finance Academic Grievance Committee will respond to:

- Grade or grading disputes for grades reported on a student's University record.
- Charges of violations of Good Teaching Practices as found in the Student Handbook.

It is the responsibility of the student to read and understand the information contained in MUPIM and the Student Handbook before proceeding with a grievance concerning a violation of good teaching practices or a grade review.

If there is a grievance concerning assigned grades, this committee will only be concerned with whether the student was treated fairly compared to other students in the class and relative to the requirements or statements in the course syllabus resulting in the grade assigned. This policy also responds to situations where all students in the class have allegedly been treated unfairly.

The Department of Finance Academic Grievance Committee will follow the definitions of Good Teaching Practices and Academic Dishonesty found in the Student Handbook.

The Department of Finance Academic Grievance Committee will be composed of a total of three (or four) members consisting of:

- 1) A Committee chair selected among the tenured faculty in the department - this person will normally be the chair of the undergraduate studies committee. If not the chair of the undergraduate committee, the Department Chair will appoint an alternative grievance committee chair.
- 2) A faculty member from the Finance Department - this person will normally be from the undergraduate studies committee.
- 3) A faculty member from the Finance Department - this person will normally be from the undergraduate studies committee.
- 4) (Optional) The student may select another faculty member from any department in the School of Business to be on the grievance committee. The faculty member selected must voluntarily agree to serve in accordance to these rules.

With respect to the composition of the Grievance Committee, the Department Chair has a responsibility to make sure the process is unbiased. Therefore, the Department Chair, in

C:\Documents and Settings\adelmasw\Desktop\Dept. Governance\Grievance Proc.DOC

consultation with the grievance committee chair will add or remove members for the purpose of considering a specific complaint. The faculty member involved in the grievance cannot be a member of the Committee. All members of the committee must avoid conflicts of interest.

The Chair will only refer matters to the Department Academic Grievance Committee after the student and instructor and the instructor and the Department Chair have discussed the matter and the issue(s) were not resolved. Written information presented to the Committee must confirm the discussions.

The Committee will be formed and convened as soon as practical after the Chair of the Department has determined the issue(s) were not resolved and has received a formal complaint.

All proceedings, hearings, documents are considered confidential.

**The Committee will consider the grievance in the following manner.**

The Committee Chair will inform the faculty member that a grievance has been filed, the date and time when the Committee will hear the case, and provide a copy of the complaint including any evidence. The Committee Chair may request from the instructor information germane to the case, and will inform the faculty member that (s)he may attend the hearing (excluding executive sessions) and be accompanied by a personal representative if the instructor so desires.

The Committee Chair will inform the Student filing the grievance that the Committee has been formed to hear and preside over the grievance procedure. The student will be informed that the burden of proof rests with the student and that (s)he may attend the hearings (excluding executive sessions) and be accompanied by a personal representative if the student so desires. The student will be asked to provide a statement specifically detailing his or her desires for an "ideal" outcome.

Both the faculty member and the student will be asked to supply or present evidence to the Committee supporting their position (whether or not they attend the hearing), supply the names of witnesses with an estimate of time required to present oral evidence, arrange for witness attendance and state whether they intend to have a personal representative.

Personal representatives may not directly participate in the proceedings but may provide advice.

### **Procedures during the hearing.**

- The time and date of the hearing will be scheduled at the convenience of the Committee with the consultation of the parties involved.
- Hearings will be conducted in an informal manner.
- The Committee may require the student and the instructor to testify and provide evidence at different times during the hearing and not in the presence of each other. This includes any personal representatives.
- Witnesses will not attend the hearing but will be called in and dismissed individually.
- The student will present all evidence if she or he desires in the allotted time.
- The instructor will present all evidence if she or he desires in the allotted time.
- The Committee members may ask questions of anyone during the presentation.
- The student may present a summation. The instructor may then present a summation.
- The Committee will convene to an executive session. Only Committee members may attend.

After considering the grievance, evidence, and oral testimony, the Committee will adjourn to executive session and prepare a recommendation and make recommendations only in the executive session. The chair of the Grievance Committee will only vote if no majority vote is attained.

The Committee Chair will keep minutes and records of all hearings and meetings, including all written documents submitted as evidence, in a confidential file in the Finance Department's Office for a period of 3 years from the date of the hearing. Detailed minutes or transcripts of the proceeding are not required.

### **Committee Recommendations.**

The committee's recommendations will be communicated in writing to the student, faculty member, the Department Chair, and the Dean of the School of Business.

If the committee makes a recommendation for the instructor to act, the instructor will inform the Committee Chair in writing of his or her compliance or non-compliance with the recommendations within 10 days after the letter of notification.

Failure to notify within 10 days will be taken to indicate non-compliance.

Subsequent to the 10-day period the Committee Chair will inform the student, the Department Chair and the Dean of the School of Business in writing of the outcome of the process.