Grievance Matters and Jurisdiction

Is this an academic issue?

Is the issue a grade appeal, or other purely academic decision?

Is the issue related to arbitrary, inconsistent, or capricious actions taken against a grad student; deviations from stated grading/exam policies; failure to provide reasons for termination or dismissal; unfair treatment related to GS appointments; unfairness in application of requirements or regulations; actions to hinder student’s ability to make progress?

Are there allegations of sexual misconduct, protected class discrimination/harassment, or

Follow grade appeal procedures of school or college

Are there allegations of research misconduct?

Report to OIEC

Are there allegations of research misconduct?

Report to standing committee on research misconduct

Address through supervising administrator, as addressed in Academic Affairs policy

Is there potential unprofessional conduct of teaching or research faculty?

Report to Office of Student Conduct and Conflict Resolution

Student may file grievance appeal through Grad

Student may file program level grievance
Program Level Grievance Major Steps Checklist*
(Checklist to guide faculty and staff; grievance process may be undertaken if an academic issue cannot be resolved informally)

- Graduate Student Grievance form submitted to Director of Graduate Studies (DGS) or Chair of Department
- Director notifies school/college Associate Dean and Dean of Graduate School
- Consider jurisdiction and status of other university investigatory or review processes
- Officially accept grievance, strive to complete grievance process within 60 days
- Form Graduate Program Grievance Committee
  - Typically 2-4 members, not named in grievance
  - Faculty must hold regular Graduate Faculty Appointments
  - DGS serves as non-deciding advisory chair
- Distribute GSG form and materials to faculty named in grievance
- Faculty member named has opportunity to respond within 10 days
- Copy of response to student
- Share materials with committee, schedule hearing as soon as possible
  - Student and faculty members identified have separate opportunity to be heard
  - May be accompanied by one individual (attorney, advisor, friend, etc.)
  - Committee members will ask for summarization, ask for additional info, request clarification, etc.
- Committee should discuss, understand concerns, and suggest recommendations
  - Refer personnel recommendations to appropriate appointing authority
  - Prepare draft report (consulting with University Counsel is encouraged)
  - Distribute report to student and faculty member named, generally within 10 days of hearing
- If program level grievance does not satisfactorily resolve the issue, student may appeal to the Graduate School within 20 days

*Refer to full grievance process and procedures for detailed information. Contact the Graduate School at graduate.school@colorado.edu with questions.

Grievance and Appeal Checklist
March 2019
Graduate School Appeal of Grievance Major Steps Checklist*

(Checklist to guide faculty and staff; appeal process may be undertaken after program grievance, if issue is not resolved)

☐ Graduate Student Grievance form submitted to Graduate School (GS) with faculty responses, materials, and Graduate Program Grievance Committee report within 20 days

☐ GS check in with DGS of program to ensure all is complete

☐ Student may append additional info - share this with faculty named who again have the opportunity to respond

☐ Ensure program grievance is complete and consider jurisdiction and status of other university investigatory or review processes

☐ Officially accept grievance appeal, strive to complete appeal process within 90 days

☐ Notify student, faculty members, DGS/chair, college/school associate dean when appeal process is initiated

☐ Form Graduate Program Grievance Committee

   Four faculty members (outside student’s department) and one graduate student (UGGS rep, outside student’s department)

   Faculty must hold regular Graduate Faculty Appointments and have graduate student advising experience

   Dean serves as non-deciding advisory chair

☐ Share all materials with committee, schedule hearing as soon as possible

   Student and faculty members identified have separate opportunity to be heard

   May be accompanied by one individual (attorney, advisor, friend, etc.)

   Committee members will ask for summarization, ask for additional info, request clarification, etc.

☐ Committee should discuss, understand concerns, and suggest recommendations

   Refer personnel recommendations to appropriate appointing authority

   Prepare draft report (consulting with University Counsel is encouraged)

   Distribute report to student, faculty member named, DGS, chair, and school/college associate dean, generally within 20 days

*Refer to full grievance process and procedures for detailed information. Contact the Graduate School at graduate.school@colorado.edu with questions.

Grievance and Appeal Checklist
March 2019