CAMPUS GRIEVANCE PROCEDURES

Students who believe that any of their rights, as defined by the Student Code, have been violated by a member of the university community have the right to file a complaint as outlined in these procedures.

A. After the grievance is filed, the student shall be required to participate in the applicable informal resolution process set forth in this section.

B. If the student’s complaint is against a faculty member, the student shall notify the unit’s ombudsman in writing including electronic mail, within fourteen (14) business days after the triggering event occurred. The ombudsman shall meet with the student to hear the complaint within twenty (20) business days after the complaint is filed. If the ombudsman cannot resolve the matter, or the unit does not have an ombudsman, the complaint shall be filed or forwarded to the dean of the unit as set forth in Subsection C below.

C. If the student’s complaint is against a faculty member in an academic unit, the student shall notify the dean of the faculty member’s unit in writing including electronic mail, within fourteen (14) business days after the triggering event occurred.

1. The dean of the unit shall meet with the faculty member and the student separately or together to seek a resolution of the matter. If a resolution of the matter is reached, the matter is concluded.

2. If no resolution can be reached, the dean shall inform the student that the student may request the Vice Chancellor of Academic Affairs to convene an informal conference on the matter within fourteen (14) business days. The VCAA shall meet with the faculty member and the student separately or together to seek a resolution of the matter. The decision of the VCAA is the final resolution.

D. If the student’s complaint is against a member of the administration, the student shall notify the Vice Chancellor of Student Affairs (VCSA) in writing including electronic mail, within fourteen (14) business days after the triggering event occurred. The VCSA will forward the complaint to the Vice Chancellor in charge of the unit where the person the student is complaining about is employed. The Vice Chancellor of the unit will convene an informal conference on the matter within fourteen (14) business days. The Vice Chancellor shall meet with the employee and the student separately or together to seek a resolution of the matter. The decision of the Vice Chancellor is the final resolution.

*These procedures were adopted by IU Northwest Faculty Organization on October 22, 2010.*