

Policy No. 576-022

STUDENT APPEALS AND GRIEVANCES

576-022-0005

Purpose

(1) The University recognizes the importance of providing an opportunity for appeal for students from decisions made by student governing groups, University administrators, committees, and faculty and staff. Particular care is taken to provide safeguards for students in any action which significantly alters their status at the University, e.g. changes their living situation, prohibits them from participating in certain activities, suspends them from the institution, significantly affects their academic standing.

(2) Basic appeal procedures are summarized in the following rules. Any questions regarding appeal procedures should be directed to the individual department or committee involved or to the Office of the Dean of Students (200 Kerr Administration Building).

(3) Unless otherwise specified, all initial appeals must be filed in writing within 15 calendar days of the decision or action being appealed, and all appeals to subsequent steps in the process must be filed within seven calendar days of the date of the decision at the previous level.

Hist.: OSU 3-1991, f. & cert. ef. 3-6-91; OSU 2-1993, f. & cert. ef. 5-7-93; OSU 9-1996, f. & cert. ef. 8-23-96

576-022-0010

Student Academic Grievances

Challenges to academic decisions are governed by the Academic Regulations and Procedures adopted by the Faculty Senate, and published in the Schedule of Classes. Those regulations provide:

(1) Student grievances of academic matters including grades and student-instructor conflicts are appealed:

(a) To the class instructor;

(b) To the department head or chairperson;

(c) To the grievance committee of the college if the college maintains such a committee;

(d) To the dean of the college;

(e) To the Provost and Executive Vice President or designee.

(2) Student appeals regarding matters of academic dishonesty are appealed in accordance with written college procedures which must provide at a minimum for appeal to the dean, followed by appeal to the Provost and Executive Vice President. If a college does not maintain its own written appeal procedures, the steps for appeal shall be:

- (a) The class instructor;
- (b) The department head or chairperson;
- (c) The dean of college in which the course is offered;
- (d) The Provost and Executive Vice President or designee.

(3) Academic matters outside the authority and responsibility of instructors and the academic colleges are governed through University student-faculty committees. Students seeking an exception to academic regulations and requirements must petition the appropriate committee for a decision. An explanation of regulations, requirements, procedures, and the specific committee to which to direct the appeal can be obtained through the Registrar's Office, 102 Kerr Administration Building.

- (a) If other pertinent information or factors become apparent after the original decision is reached, the student may appeal the decision to that committee for reconsideration by providing written documents or appearing in person;
- (b) Appeals from committee except as in section (1) of this rule, are made to the Provost and Executive Vice President or designee.

Hist.: OSU 3-1991, f. & cert. ef. 3-6-91; OSU 2-1993, f. & cert. ef. 5-7-93; OSU 9-1996, f. & cert. ef. 8-23-96

576-022-0020

Student Financial Aid Appeals

A student may appeal a decision of a financial aid staff member concerning the awarding of financial aid:

- (1) To the Director of Financial Aid;
- (2) To the Scholarship Committee when a scholarship or grant is involved;
- (3) To the Financial Aid Committee;
- (4) To the Vice Provost for Student Affairs.

Hist.: OSU 3-1991, f. & cert. ef. 3-6-91; OSU 9-1996, f. & cert. ef. 8-23-96

576-022-0025

Student Appeals in Matters of University-Owned Housing

(1) Damages: concern or disagreement on billing for damages is appealed:

(a) To the Assistant Director of University Housing and Dining Services;

(b) To the Director of University Housing and Dining Services.

(2) Denial of contract and removal from a residence hall, cooperative, or family housing are appealed:

(a) To the Director of University Housing and Dining Services;

(b) To the Vice Provost for Student Affairs.

(3) Breaking the housing contract is appealed:

(a) To the Assistant Director of University Housing and Dining Services or designee;

(b) To the Contract Appeals Committee;

(c) To the Director of University Housing and Dining Services.

Hist.: OSU 3-1991, f. & cert. ef. 3-6-91; OSU 9-1996, f. & cert. ef. 8-23-96

576-022-0030

Student Activities and Organization Appeals

Decisions of a student organization which affect students personally or as a group are appealed:

(1) To the student organization making the decision;

(2) To the appropriate board(s), committee(s), or organization(s) having policy-making jurisdiction over that organization;

(3) To the Vice Provost for Student Affairs.

Hist.: OSU 3-1991, f. & cert. ef. 3-6-91; OSU 3-1997, f. & cert. ef. 4-21-97

576-022-0035

Discipline Action Appeals

(1) University discipline action appeal procedures are described in the Student Conduct Rules, 576-015-0005 to 576-015-0060.

(2) Interliving group council discipline action appeal procedures are published in the bylaws of the respective committees and boards.

Hist.: OSU 3-1991, f. & cert. ef. 3-6-91

576-022-0045

Student Employment Appeals

(1) Student employees in student affairs departments, including University Housing and Dining Services, appeal grievances:

- (a) To the immediate supervisor;
- (b) To the unit director or manager;
- (c) To the department head;
- (d) To the Vice Provost for Student Affairs.

(2) Student employees of other University departments appeal employment-related grievances:

- (a) To the immediate supervisor;
- (b) To the department chairperson;
- (c) To the dean of the college or director of the division.

(3) Student employees may also appeal employment grievances of harassment or of alleged discrimination based on sex, religion, race, color, age, national origin, marital status, sexual orientation, veteran status, or disability to the Affirmative Action Office, 500 Kerr Administration Building, 737-3556.

Hist.: OSU 3-1991, f. & cert. ef. 3-6-91; OSU 9-1996, f. & cert. ef. 8-23-96

576-022-0050

Other

Appeals from decisions made based upon policies and procedures developed by student-faculty or administrative committees involving areas such as traffic and automobiles, student identification cards, and bicycles follow procedures detailed in the appropriate sections of the operating procedures of the relevant committee.

Hist.: OSU 3-1991, f. & cert. ef. 3-6-91