

GRIEVANCE PROCEDURE

There is a long-established tradition of informal appeal at FHSU. Students are strongly encouraged to initially discuss a disputed issue with the instructor(s) responsible. It is assumed that informal student-instructor interaction at this level will provide the setting for a resolution of any disagreement between a student and instructor(s). However, if the student still believes he/she is being treated unfairly, he/she should begin the formal grievance process as follows.

1. The student should prepare and submit a written appeal to the instructor whose action is being appealed within two weeks of the incident. Within two weeks of submission, the instructor should meet with the student and also provide the student a written decision. If the student is not satisfied with the response from the instructor, he/she may appeal to the Chair of the Allied Health Department.
2. Within two weeks of receiving the written response from the instructor, the student should submit the original written appeal, along with any additional materials, to the Chair of the Allied Health Department. The Chair will meet with the student and also notify the student in writing the outcome of his/her appeal within two weeks of receipt of the grievance.
3. If the student is not satisfied with the Allied Health Department Chair's decision, the student should submit the original written appeal, along with any additional materials, to the Dean of the College of Health & Behavioral Sciences within two weeks of receiving the Chair's decision. The Dean will meet with the student and also notify the student in writing the outcome of his/her appeal within two weeks of receipt of the appeal.
4. If the student is not satisfied with the decision of the Dean of the College of Health & Behavioral Sciences, the student should submit the original written appeal, along with any additional materials, to the Provost within two weeks of receiving the Dean's decision. The Provost will meet with the student and also notify the student in writing the final outcome of his/her appeal within two weeks of receipt of the grievance.

If, at any level, the student does not receive a response within the specified time frame, the student may submit his/her appeal to the person at the next level of administration.

Statute of Limitation: Student grievances must be filed by the expected date of graduation.

Confidentiality: All matters discussed in the grievance process are kept in confidence, and information shall be released only to those individuals who have a legitimate reason to be informed of the information. Questions regarding the release of information and breaches of confidentiality should be made known to the Office of the President.

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