

STUDENT GRIEVANCE AND APPEALS PROCEDURES

Bloomington Student Grievance Hearing Committee SCHOOL OF EDUCATION INDIANA UNIVERSITY

October 31, 2007

Overview

The purpose of the School of Education's Bloomington Student Grievance Hearing Committee (BSGHC) is to provide a five-member hearing board for any student who believes that his/her rights, as defined in Part I of Indiana University's *Code of Student Rights, Responsibilities, and Conduct*, have been violated by a member of the faculty or administration (a grievance), or for a student wishing to appeal the action of an instructor taken in response to alleged academic misconduct taking place in a course.

After considering the appeal during a formal hearing, the hearing board votes in private and forwards its recommendation for action to the Dean of the School of Education, who makes final disposition of the appeal in the School of Education. Should the student wish to appeal further, the *Code of Student Rights, Responsibilities, and Conduct* provides an avenue through the Dean of Faculties (see below for details).

Grievance and Appeal Jurisdiction.

The BSGHC hears *grievances* in the following categories: Violations of "Student Rights" as defined in Parts I and II of the *Code of Student Rights, Responsibilities, and Conduct*. These include:

Student Rights (A-G)

- A. Pursuit of Education
- B. Freedom from discrimination
- C. Freedom from harassment
- D. Access to records and facilities
- E. Freedom of association, expression, advocacy and publication
- F. Contribute to faculty governance
- G. Accommodation for individuals with disabilities

The BSGHC hears *appeals* of instructor decisions in the following categories: "Student Responsibilities: Academic Misconduct" as defined in Part II of the *Code of Student Rights, Responsibilities, and Conduct*. This includes:

- 1. cheating
- 2. fabrication
- 3. plagiarism
- 4. interference
- 5. violation of course rules
- 6. facilitating academic dishonesty

The *Code of Student Rights, Responsibilities, and Conduct* distinguishes between personal misconduct and academic misconduct. Appeals regarding personal misconduct are not within the jurisdiction of the BSGHC and are handled by the Dean of Students according to the *Code* (Procedures; Student Disciplinary Procedures; A,2). Grievances concerning student rights H-I (Judicial Process and Students as University Employees) are handled by the Dean of Students and not the School of Education Grievance Committee.

Procedures

The Bloomington Student Grievance Hearing Committee (BSGHC) follows the procedures in the “Code of Student Rights, Responsibilities, and Conduct: Procedures for the Bloomington Campus” document with the following additions:

1. The School of Education Dean designates the Associate Dean for Teacher Education, as the administrative officer for undergraduate student hearings.
2. The School of Education Dean designates the Associate Dean for Graduate Studies as the administrative officer for graduate student hearings.
3. The presiding officer and committee members in every hearing will be selected from the BSGHC by the committee chair. Necessary exceptions will follow procedures in the “Student Code of Rights, Responsibilities, and Conduct: Procedures for the Bloomington Campus” document.
4. The presiding officer will submit the committee’s conclusions and recommendations to the School of Education Dean following the directives in the “Student Code of Rights, Responsibilities, and Conduct: Procedures for the Bloomington Campus” document.
5. The School of Education Dean can accept, modify, or reject the committee’s conclusions and recommendations following the directives in the “Student Code of Rights, Responsibilities, and Conduct: Procedures for the Bloomington Campus” document.
6. Either party may appeal the decision of the School of Education Dean following the directives in the “Student Code of Rights, Responsibilities, and Conduct: Procedures for the Bloomington Campus” document.
7. Forms to facilitate a complaint process in the School of Education and copies of in the “Student Code of Rights, Responsibilities, and Conduct: Procedures for the Bloomington Campus” document are available on the School of Education website or the offices of the Associate Dean for Teacher Education and the Associate Dean for Graduate Studies.

GRIEVANCE/APPEAL APPLICATION FOR
School of Education
Bloomington

Please read carefully the Student Grievance and Appeals Procedures document before filing this application. Fill in all information requested completely, including any documentation needed to consider the appeal. Place the form in a sealed envelope and deliver to the Office of Teacher Education (if you are an undergraduate student) or to the School of Education Office of Graduate Studies (if you are a graduate student).

Name _____

Student ID# _____

Telephone # _____

E-Mail Address

Address

City _____

State _____

Zip _____

Class Standing

Person(s) and/or office involved in this case: Name(s)

Position _____

Provide a brief description of the nature of the case, including the semester and year of the occurrence.

In the space below, itemize the main points of your situation and provide any detailed information that you feel is pertinent to the case.

Explain any attempts to settle the problem with the person(s) involved with the case (instructor or staff person), or with that person's supervisor.

List any physical evidence you are submitting with this application such as: grade reports, letters, correspondence, etc.

State a summary of the desired outcome you wish as the result of this grievance or appeal.

If you elect to have an advisor with you at the hearing, provide the name of the advisor and that person's role (personal advisor, Student Advocate, legal counsel):

On request, the BSGHC chairperson will also appoint one BSGHC faculty member to explain the hearing process to you. Indicate here whether you wish such an advisor or not:

Yes ____ No ____

The information contained in this application is not shared with anyone outside the grievance/appeals process without your express permission. Hearing board members are not allowed to discuss cases except in the context of the grievance/appeals process.

Signature _____

Date _____