

GRIEVANCE PROCEDURES FOR GRADUATE STUDENTS

Wichita State University

The Graduate School

INTRODUCTION The following statements are designed to provide guidance to graduate students in protesting an actual or supposed circumstance in which they feel they have been wronged.

LIMITATIONS Conflicts eligible for resolution under these procedures are restricted to academic matters other than grades. Disputes about grades are resolved through the Student Court of Academic Appeals.

These procedures do not include conflicts covered by other policies in the University.

Grievances can be initiated for circumstances which are within one year from the time of occurrence.

**STEPS IN
THE PROCESS**

1. A student with a grievance should first consult with the faculty member or administrator perceived to be causing the circumstance which has resulted in the feeling of being wronged and attempt to resolve the conflict at that level.
2. Failure to resolve the conflict in the first step may lead to an appeal at the chairperson or college dean level, depending on who is perceived as causing the circumstance. If available, the student should attempt to resolve the grievance through discussions with the department chairperson, college dean, or through utilization of departmental structures such as a student affairs committee which may exist for this purpose.
3. If the student has exhausted the remedies provided in steps 1 and 2, without success, he/she should schedule a meeting with the Dean of the Graduate School or his/her designee (See **ROLE OF THE GRADUATE DEAN BELOW**). Grievances or appeals must be presented in writing.

**ROLE OF THE
GRADUATE
DEAN**

The Dean of the Graduate School or his/her designee receives complaints or protests and decides whether to take direct administrative action to resolve the conflict or refer the grievance to the Graduate Council. A decision of the graduate dean may be appealed to the Graduate Council (see below).

The decision of the Dean of the Graduate School on recommendations received from the Graduate Council is final.

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**ROLE OF THE
GRADUATE
COUNCIL**

In addition to being the elected representative of the Graduate Faculty, the Graduate Council serves as the Committee on Exceptions in an advisory capacity to the Dean of the Graduate School. This responsibility may be discharged by the Council acting as a Committee of the Whole, through Subcommittees, or Ad Hoc Committees Consisting of selected members of the Graduate Faculty and graduate student body.

Conclusions reached by the Graduate Council will be transmitted as recommendations to the Dean of the Graduate School.

The Graduate Council also serves as a Committee on Appeals if the student is dissatisfied with direct administrative action taken by the graduate dean. In such cases, the judgment of the Council is final.