



**3344-85-04 Procedure.**

- (A) Complaint. Any student may file with the office for institutional equity or the ombudsperson a written complaint which shall include a statement of the grievance, the particular university regulation, policy, rule, or action at issue, the harm alleged to have been suffered by the complaining party, and the relief sought.
  - (1) Discrimination grievance. Complaints alleging some kind of prohibited discrimination shall be filed with the office for institutional equity.
  - (2) Other grievances. All other grievances covered by this rule shall be filed with the university ombudsperson.
  
- (B) Information resolution. Upon receipt of a written complaint, the university ombudsperson or the office of institutional equity will see that the grievance is discussed informally (in an attempt to solve it) with the student and all involved parties, and subsequently with the appropriate supervisor, or vice president, if necessary, within three weeks. The university ombudsperson or office for institutional equity may inform the student that the case seems to have little merit. This opinion will not be forwarded to the hearing panel if the student wishes to proceed.
  
- (C) Hearing.
  - (1) In the event that the student's grievance is not resolved informally, the grievance will be forwarded by the university ombudsperson or the office for institutional equity, to the student grievance board through the office of the vice president of student life. Upon receipt of the grievance, that office shall forward it to the student grievance board within three working days. The student grievance board will hold a hearing within ten working days from the date of receipt of the complaint unless an involved party cannot be notified within the specified time frame (see paragraph (D)) (see pa



Copies of the recommendation shall be sent to the office for institutional equity or ombudsperson, as appropriate, and to the concerned parties, and it shall be considered confidential.

- (E) Final determinations.
- (1) The president of the university shall give written notification of her or his decision to the concerned parties, the office of institutional equity or the ombudsperson, and the student grievance board within ten working days of receipt of the recommendation of the student grievance board.
  - (2) The president's decision shall terminate this process within the university.

<b>Policy Name:</b>	Procedure
<b>Policy Number:</b>	3344-85-04
<b>Board Approved:</b>	12/11/1996
<b>Effective:</b>	2/24/1997
<b>Prior effective dates:</b>	4/23/1981