

FORMAL GRIEVANCE FORM

Formal grievance process

If informal resolution is unsuccessful, the student may file a formal grievance within five (5) working days of electronic delivery of the informal meeting summary. Forms may be accessed through the UMMC Document Center or the director of student affairs and service learning.

The student is responsible for verifying all required and supporting documentation are submitted within the time frame. Further, the student must confirm that all parties involved receive all documentation.

The following procedural steps will be followed in the grievance process and shall be completed within ten (10) working days of receipt of the formal grievance by the associate dean for academic affairs:

1. The student will request a meeting with the director of student affairs and service learning (in his/her absence the student may meet with the assistant dean for students) to review the grievance process.
2. The student will submit a completed "formal process" grievance form to the associate dean for academic affairs, outlining the details and rationale for the grievance.
3. The associate dean for academic affairs, or dean's designee, may consult with course faculty, course coordinator, program/track director, assistant deans and/or the student to consider the matter and render a decision. The associate dean for academic affairs will submit determination to the assistant dean for students within five (5) working days of receipt of formal process paperwork.
4. The assistant dean for students will meet with the student to report the associate dean for academic affairs' determination within five (5) working days of the receipt of the determination. If a face-to-face meeting is not possible, the assistant dean for students, will make alternative arrangements to inform the student.
5. If the student accepts the findings, the assistant dean for students, will inform all parties of the resolution via UMMC email.
6. If the student rejects the findings, the student may submit a grievance appeal form to the dean of the SON via the grievance appeal process.

Name:	Date:
Mailing Address:	Program:
Telephone Number(s):	Classification:

Grievance Statement (include identity of grievant and witnesses, if any)

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Student resolution request	
Grievant Signature:	Date:
Decision of Associate Dean for Academic Affairs (or designee of the dean)	
Associate Dean's Signature:	Date:
I DO agree with the decision above. <input type="checkbox"/>	I would like to proceed to the next step of formal grievance and appeal to the dean. <input type="checkbox"/> yes <input type="checkbox"/> no
I DO NOT agree with the decision above. <input type="checkbox"/>	
Grievant Signature:	Date:

Approved: April 2005.

Approved by Administrative Council: 1/22/07.

Revised 03/16/09; 4/15/10; 8/11/11; 7/21/14; 01/27/20.

Return this form to the Associate Dean for Academic Affairs (A334).