

## Department of Horticulture Student Grievance Policy

In the College of Agricultural and Life Sciences any student who feels unfairly treated by a member of the College of Ag & Life Sciences (CALs) faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

**Step 1:** The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level.

**Step 2:** If informal mediation fails, the student can submit the grievance in writing to Dr. Patrick Krysan, the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.

**Step 3:** The grievance advisor will refer the complaint to the Horticulture Curriculum Committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.

- a. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.

If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALs Equity and Diversity Committee (Room 116 Agriculture Hall). A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.

Matters of interpretation of academic requirements not primarily involving questions of fairness should come via the student's advisor to the college's Scholastic Policies and Actions Committee.