

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

<p>Student Grievance Procedures</p>	<p>4-007 STUDENT AFFAIRS July 2009</p>
--	---

POLICY

- 1.01 Oklahoma State University Institute of Technology students who feel they have sustained a grievance relating to race, creed, color, sex, national origins, sexual harassment; accessibility for the disabled, or other situations which may be contrary to an individual's well being may, after all administrative means have been exhausted to resolve a situation, request a hearing before a Grievance Committee.
- 1.02 The procedure for submitting the request is as follows: only after a student has exhausted all means to settle a grievance with the proper authority of a given campus entity or department, the student may then submit a request in writing to appear before a Grievance Committee.

The statement requesting a hearing should clearly define the problem area and be addressed to the Chairperson of the Grievance Committee. With the concurrence of the Executive Vice President as to the validity of the grievant's request and need for further consideration the Request for a Grievance Hearing, a committee will be convened.

- 1.03 The Grievance Committee will consist of a Chairperson and a minimum of two (2) student peers chosen by the Student Senate and two (2) employees. Whenever possible, the Grievance Committee will be comprised of at least one (1) member of common ethnic origin, sex, relative age, and/or general disability of the person making the appeal.
- 1.04 The Grievance Committee actions will be conducted in a manner similar to other hearing committee meetings on campus, and the Committee's recommendations will be forwarded to the Executive Vice President upon completion of the hearing.
- 1.05 When the Executive Vice President has overviewed the minutes and a decision has been reached, the office will notify the Chairperson of the Grievance Committee indicating what action, if any, is to be taken. The Executive Vice President will then inform the parties involved of the decision.

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

PROCEDURES

- 2.01 All Oklahoma State University Institute of Technology students who feel that they have sustained a grievance relating to race, creed, color, sex, national origin, working conditions, sexual harassment, accessibility for disabled which cannot be resolved by informal discussion between the parties involved may, after all other administrative means have been exhausted, request the formation of a Grievance Committee which shall hear the case and make recommendations to the Executive Vice President.

Students should be kept informed of the administration's wish to make known that a vehicle exists whereby legitimate concern may receive attention and that a process is available to help resolve problems.

To initiate the process of appeals relating to student conduct decisions, the appeal is initiated through the Office of Academic Affairs.

An academic decision appeal is initiated through:

- a. a faculty member,
- b. an academic division chair, or
- c. the Office of Academic Affairs

Other grievance appeals are initiated through the Office of Academic Affairs.

- 2.02 The faculty and staff are directed to ensure that all students of Oklahoma State University Institute of Technology are made aware of the grievance procedures described herein and that they are informed of the right to express their grievances or submit an appeal without fear of coercion, discrimination, or reprisal by any employee.

Approved: August 1996
Revised: August 2006
Revised: July 2009