

SCHOOL OF EDUCATION

GRIEVANCE PROCESS

School of Education Appeal Policy and Procedure – Grievance Process

The School of Education Student Handbook outlines a grievance process to be used by students in the event that usual processes of communication do not result in the positive resolution of a conflict. This procedure may be used for any grievance except a grade appeal. Students wishing to file a Grade Appeal may do so by following the standard institutional policy as documented in the Academic Catalog and online. (Insert hyperlink for Final Course Grade Appeal Form (<http://www.maconstate.edu/academics/docs/FinalCourseGradeAppealForm.pdf>))

- A. Anyone choosing to engage in the Grievance Process must submit in writing:
1. A thorough description of the specific behaviors and actions that created the basis for the grievance.
 2. The identity of the person against whom the grievance is being made.
 3. A statement documenting the steps the person bringing the grievance has made to resolve the problem up to this point. Such attempts at resolution should involve talking with the person involved about areas of disagreement if possible.
- B. A copy of this written document must be given to the person against whom the grievance is made and to the Dean of the School of Education.

The Dean of the School of Education is charged with expediting the creation of a Grievance Panel and chairing the Panel. A faculty member who is a party to the grievance must remove him- or herself from all deliberations related to the grievance. If the Dean is being grieved against, the grievance procedures will be determined by the Provost of Macon State College.