GRIEVANCE PROCEDURES

Grievance and Sexual Harassment Advisor

The Grievance and Sexual Harassment Advisor is responsible for facilitating any complaints or issues of students. The advisor first attempts to help students informally address the grievance prior to any formal complaint. Specific procedures are outlined in Part VI of this Handbook. Students are also encouraged to talk with their faculty advisors or Training Director regarding concerns or difficulties if necessary. Information on university resources for sexual harassment concerns is online at: http://www.oed.wisc.edu/sexualharassment/.

Students who feel that they have been treated unfairly have the right to a prompt hearing of their grievance. Such complaints may involve course grades, classroom treatment, various forms of harassment, or other issues. The following steps have been instituted within the School of Education. Any student or potential student may use these procedures except those graduate assistants whose complaint is covered by campus policies for teaching assistants.

These procedures include:

- The student should speak first with the person at whom the grievance is directed. In most cases, grievances can be resolved at this level.

- Should a satisfactory resolution not be achieved, the student should contact the department’s grievance advisor. The Academic Services Coordinator can provide students with the name of this faculty member, who facilitates problem resolution through informal channels. Each department has a specific contact person for matters of sexual or racial harassment.

- If the issue is not resolved to the student’s satisfaction the student can submit the grievance to the grievance advisor in writing, within 60 calendar days of the alleged unfair treatment. On receipt of a written complaint, the grievance advisor will refer the matter to a departmental committee(s) that will obtain a written response from the person at whom the complaint is directed. This response will be shared with the person filing the grievance. The grievance advisor will provide a written decision to the student on the action taken by the committee within 15 working days from the date the complaint
was received. Either party has 10 working days to file a written appeal of this decision to the dean’s level.

- If either party is unsatisfied with the decision of the department, she/he can contact the Associate Dean in charge of The School of Education’s Equity and Diversity Committee. The Associate Dean will attempt to resolve the issue informally. Failing this resolution, the Associate Dean will, on a receipt of a written complaint, convene a subcommittee of the School’s Equity and Diversity Committee. This subcommittee may ask for additional information from the parties involved and may hold a hearing. (The Equity and Diversity Committee has established separate procedures for the resolution of sexual harassment issues from those concerning course grades.) The subcommittee will make a written recommendation to the Dean of the School of Education who will render a decision. The Dean’s decision is binding at the college level and must be made within 20 working days from the date when the written complaint was filed with the Associate Dean.

The Graduate School has established policies governing student conduct, academic dishonesty, and sexual and racial harassment. The Graduate School also has procedures for students wishing to appeal a grievance decision made at the college level. These policies are described in the Academic Guidelines, available at:
http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#97