

# SUL ROSS STATE UNIVERSITY

*A Member of the Texas State University System*

**SRSU Policy:** Student Grievance Procedure  
**SRSU Policy ID:** APM 4.07  
**Faculty Handbook ID:** FH 2.26  
**Policy Reviewed by:** Executive Vice President and Provost  
**Approval Authority:** President of the University  
**Approval Date:** April 4, 2017  
**Next Review Date:** April 4, 2022

## **I. STUDENT GRIEVANCE PROCEDURE REGARDING RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, AGE, OR DISABILITY**

No student of Sul Ross State University shall, on the grounds of race, color, national origin, religion, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any University program or activity. The following procedures are to be used in resolving claims of discrimination.

### **A. Filing a Grievance**

1. If a student feels that he or she has been discriminated against on the basis of any of the conditions listed above, he or she may file a complaint with the appropriate University officer as listed below:

Race, color, national or ethnic origin - Dean of Student Life

Sex, including sexual harassment - Dean of Student Life

Disability - ADA Compliance Officer

Other - Dean of Student Life

2. The initial complaint should be discussed with the appropriate University officer within five class days of the occurrence of the action or condition giving rise to the complaint. Details should include the nature of the alleged discrimination, names of persons accused of discrimination, and relief sought. The officer shall explain the purpose of procedures and gain insight into the nature of the complaint. If possible, the complaint should be resolved in an informal manner at this level involving only the parties affected by the complaint. Within three class days of the original contact, the officer shall inform the student filing the complaint of the action to be taken.
3. In the event that the complaint cannot be resolved informally, the

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complainant shall, within three class days, file a formal complaint with the University officer. The complaint shall consist of a more detailed written document and include the following:

- a. full details of the alleged discrimination;
  - b. names of the person accused of discrimination;
  - c. times, dates, and places of the discrimination;
  - d. names of any witnesses; and,
  - e. relief or action sought by the grievant.
4. Within three class days, the University officer will then contact the individuals alleged to have been involved in the discrimination, briefly outline the nature and circumstances of the complaint, and request, within three class days, a formal written statement in response to the allegations.
5. The grievance process has two major purposes:
- a. to determine whether the policy, practice, or procedure alleged to be discriminatory is in fact a violation of federal, state, local or University policy related to discrimination and
  - b. to recommend, where appropriate, redress for the grievant.
6. The University officer will, within five class days of the receipt of the written responses from the individuals alleged to have been involved in the discrimination, conduct a hearing involving the grievant, any witnesses, and the respondents to determine the appropriate course of action. This hearing shall be closed to the public, and the grievant may have an advisor present during the hearing.
- To the extent that the University representative uses legal counsel for other than advisory purposes during the hearing procedure, the grievant shall be afforded the same opportunity. The University shall give the grievant notification of the intent to use legal counsel for other than advisory purposes at the time the grievant is notified of the hearing.
7. Within five class days after the hearing, the University officer shall notify the grievant, the respondents, and the Associate Vice President for University Services of his or her decision and the course of action to be

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taken. This notification shall be in writing.

## B. Appeals

1. Either the grievant or the respondents may appeal the decision of the officer to the Associate Vice President for University Services within five class days of the receipt of the written notification. The Associate Vice President for University Services, after reviewing the circumstances, shall render a decision, in writing, within five class days of the receipt of the appeal.
2. After the above appeal processes have been exhausted, appeal may be made to the President of the University, whose decision on a grievance shall be final and binding on all parties.
3. Nothing in this procedure shall be construed to limit, terminate, or waive any right of a student to seek relief in a court of proper jurisdiction for any student grievance for which a remedy is provided under the laws of the State of Texas or the United States of America.
4. Time extensions at any step in this procedure may be allowed if mutually agreeable to both the grievant and the appropriate University officer.

## II. STUDENT GRIEVANCE PROCEDURE REGARDING COURSE GRADES OR PROFESSIONAL CONDUCT OF FACULTY

If a student disputes a course grade which has been reported to the registrar or if a student believes the conduct of an instructor in the instruction and/or administration of a course to be unprofessional, the student should discuss the concern with the instructor of the course. If the student is not satisfied with results of that discussion, the student should make an appointment to discuss the concern with the Chair of the Department. If the concern is not resolved at the department level, the student should meet with the Dean of the College.

If the student is unable to resolve the concern satisfactorily through the discussions, the student may file a formal grievance with the Dean of the College. The student grievance must be filed on the Student Grievance of Grade or Student Grievance of Professional Conduct forms. Any grievance regarding a grade or professional conduct must be filed within one year of receiving the grade or of the questioned professional conduct.

Upon receiving the appropriate form, the Dean of the College will transmit the grievance to the faculty member for response. The response from the faculty member will be transmitted to the department chair for review, comment and recommendation and then to

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the academic dean who either resolves in favor of the aggrieved student or determines that the faculty member's action complied with University policy. The student may appeal the Dean's determination to the Provost. The student may appeal to the President if the student considers the determination of the Provost to be unsatisfactory.

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## APPEAL FORM GRIEVANCES REGARDING GRADES/PROFESSIONAL CONDUCT

<b>Name of Student:</b>	<b>Date:</b>
<b>Name of Professor:</b>	<b>Course Number:</b>
<b>Semester:</b>	<b>Course Title:</b>

**Description of Grievance:**

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**List specific points to be addressed in grievance:**

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