

SAINT LOUIS UNIVERSITY
DOISY COLLEGE OF HEALTH SCIENCES
ACADEMIC GRIEVANCE POLICY

Statement of Policy

The Doisy College of Health Sciences (DCHS) seeks to ensure that all program policies and procedures are followed and that all students are treated equitably. It is not within the scope of the grievance process to determine if a student-associated academic decision, such as program dismissal, was fair or just, only if it was arrived at in the manner dictated by department policy.

An academic grievance is an appeal by a student that may occur any time a student believes that published department policies were not followed.

A student initiates this procedure by filing a detailed, written letter of academic grievance with the Dean of the DCHS *only* after DCHS Academic Department channels have been fully exhausted. The letter of academic grievance should be received by the DCHS Associate Dean for Student and Academic Affairs (ADSAA). In cases of academic program dismissal, procedures pertaining to the filing and hearing of an Academic Grievance will be included with the e-mail and certified letter notification of dismissal. These procedures may also be obtained by contacting the ADSAA in the DCHS Office of the Dean.

During the grievance process, until the final decision by the Dean is made, the student may attend classes and practice laboratory sessions, but for liability reasons may not attend clinical rotations. The process of appealing a dismissal may overlap with the start of a new semester, and therefore result in additional financial obligations for the students. DCHS will make every reasonable effort to resolve appeals as quickly as possible. However, any financial impact obligations in the interim are the sole responsibility of the student.

The grievance procedures are not legal proceedings.

Policy Terminology

The table below is a list of the terminology used in this document along with corresponding descriptions.

TERM/ ABBREVIATION	DESCRIPTION
ADSAA	Associate Dean for Student and Academic Affairs
AGC	Academic Grievance Committee
Clinical Rotations	A general term that refers to students completing the “on-the-job” portion of their education, the specific title of which varies by discipline; also known as clinicals, fieldwork, internships, clinical experiences, clinical practicum/practica
DCHS	Doisy College of Health Sciences

TERM/ ABBREVIATION	DESCRIPTION
Student Grievance	The packet of information prepared by the student that includes a letter and supporting documentation to the DCHS Dean

Academic Grievance Committee (AGC)

The Academic Grievance Committee (AGC) functions to facilitate the consideration of matters relating to student academic grievances.

A. Membership

Faculty

The AGC is composed of faculty members from the DCHS. Each Academic Department selects one faculty representative to serve on the AGC for a term of three years. However, in the event the Academic Department does not select a representative, the Dean’s office will identify a faculty representative to serve on the committee. Committee member terms should be staggered so that there are no more than two new members per year. The AGC Committee Chair for each academic year is selected from the faculty member of the committee at its last meeting of the previous academic year who will be returning. It is recommended that the Chair be a faculty member who has served on the committee at least one year.

DCHS Administration

The DCHS ADSAA serves as a member of the AGC.

B. Membership in the Event of a Student Grievance

In the event of a student grievance, the AGC committee membership is as follows:

Faculty

All faculty members of the AGC *except* the faculty member from the DCHS Academic Department associated with a student grievance review student grievances. If the associated DCHS Academic Department is that of the AGC Chair, a temporary chair will be selected from the members to oversee the student grievance.

DCHS Administration

The DCHS Associate Dean for Student and Academic Affairs (ADSAA) is recused from participation in the AGC meetings/hearings associated with a student grievance. Administrative support from a member of the Dean’s Office staff will be provided.

C. Meetings

In the event that a Student Grievance is submitted, the AGC may hold meetings and hearings as appropriate to maintain the time line to achieve an expeditious recommendation to the Dean.

D. Scope of Review

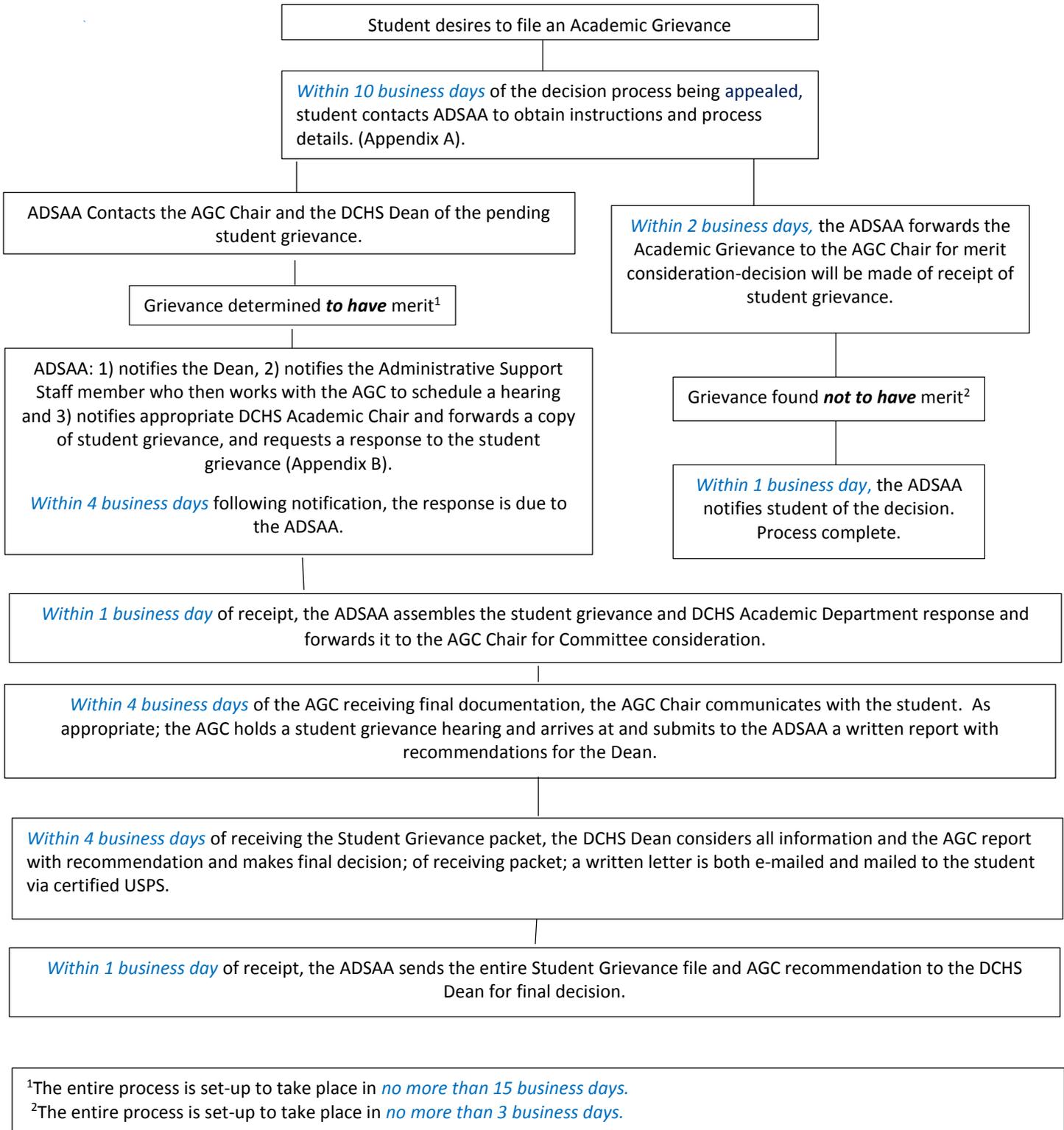
The AGC will consider only those appeals which provide documentation that: (a) the departmental policies were not adhered to; (b) the student was not counseled concerning his/her status with respect to the policies; (c) that no appeal at the Academic Department level was allowed; (d) or that other procedural infractions occurred. It is not within the scope of the committee to determine if the dismissal decision was fair or just, only if it was arrived at in the manner prescribed by policy.

Process in the Event of a Student Grievance

1. Once a student decides to file an academic grievance, the student is referred to the ADSAA for an overview of the process and instructions for developing and submitting a student grievance, the components of which are detailed in Appendix A.
2. While the student is working on his/her grievance, the ADSAA contacts the Chair of the AGC and the DCHS Dean of the pending student grievance.
3. Once the student grievance is submitted to the ADSAA, the ADSAA forwards the information to the Chair of the AGC and together the ADSAA and AGC Chair make the determination as to whether or not the student grievance has merit.
4. If the student grievance is determined to have *no* merit, the ADSAA notifies the student and the process is concluded.
5. If the student grievance is determined to have merit, the Chair of the AGC:
 - a. Notifies the Administrative Support Staff member who then works with the AGC members to schedule a Student Grievance Hearing.
6. If the student grievance is determined to have merit, the ADSAA:
 - a. Notifies the Dean
 - b. Notifies the corresponding DCHS Academic Department Chairman of the pending student grievance. A copy of all documents submitted by the student is given to the Chair and a request for a written DCHS Academic Department response is made and submitted to the ADSAA, the details of which are located in Appendix B.
7. Once the DCHS Academic Department response is received by the ADSAA, the ADSAA assembles all student and Academic Department documents and submits the entire packet to the Chair of the AGC for committee distribution and consideration.
8. The Chair of the AGC communicates with the student as appropriate leading up to the student grievance hearing.

9. The AGC holds a student grievance hearing followed by deliberation and arriving at a recommendation for the DCHS Dean. A written report is generated with the recommendation for the Dean and submitted to the ADSAA.
10. The ADSAA gives the DCHS Dean the AGC report for consideration
11. The DCHS Dean makes a final decision.
12. The DCHS Dean communicates the final decision to the student via e-mail and certified letter sent through the United States Post Office.

Student Grievance Process with Time Line



APPENDIX A

Required Components of a Student Grievance

Students who wish to file a grievance are encouraged to contact the Associate Dean for Student and Academic Affairs (ADSAA) for information regarding the process. Typically students are instructed to write a letter to the DCHS Dean that includes the following information:

- Student name, Banner ID number.
- Identification of the appropriate DCHS program student is enrolled in and the corresponding Academic Department associated with the grievance.
- A concise, complete description of the issue being grieved and appropriate events surrounding it.
- The relationship of the grievance to departmental policies.
- Identification of and statement including corresponding documentation that the departmental channels have been fully exhausted.
- Results of discussions/actions that took place at the department level.

APPENDIX B

Required Components of DCHS Department Response to Student Grievance

When a DCHS Academic Department is notified of a Student Grievance, development and submission of a response is required. The Academic Department response should include the following components:

- Student name, Banner ID number.
- A statement of the problem and relationship of the problem/grievance to departmental policies.
- A chronological history of events which proceeded and resulted in the departmental action which the student is grieving. This statement should include evidence that the student was provided with departmental policies, advised of deficiencies, and given sufficient opportunity to rectify them.
- A summary statement which includes a detailed description of action(s) taken and justification for those actions as supported by departmental policy.