

Saint Martin's University Student Supplemental Grievance Policy

Saint Martin's University is committed to the internal resolution of disputes arising between members of the university community. The university encourages its community members to resolve their disputes at the earliest and most informal stage (e.g., by talking directly with one another, through facilitated conversation, and/or through conflict mediation). When informal resolution is not possible, every member of the university community has the right to file a grievance and have it addressed fairly.

The following administrative procedures are intended to cover grievances between students and members of the university's faculty, staff or administration. They shall apply to all grievances other than grade disputes, allegations of academic dishonesty, sexual harassment/sexual misconduct, and student conduct issues covered by the Student Code of Conduct.

The grievance process affords the grievant an opportunity to discuss the dispute with the respondent or a neutral third party in an attempt to clarify the issue and achieve its resolution. A grievant may pursue any of the following options for resolution:

1. Direct Resolution. The grievant may discuss the grievance directly with the respondent and work with the respondent to resolve any concerns.
2. Supervisor Resolution. If the exercise of option 1 is unsuccessful, or it appears ill-advised or otherwise inappropriate, the grievant is encouraged to discuss his or her concerns with the respondent's supervisor or department chair, who is responsible for taking action as necessary and appropriate.
3. Administrative Resolution. If the exercise of option 2 is unsuccessful, or it appears ill-advised or otherwise inappropriate, the grievant may fill out a "Student Supplemental Grievance Policy Form" found at <http://www.stmartin.edu/CurrentStudents/> and deliver it to:
 - a. the Dean of Students, if the respondent to the grievance is employed in Student Affairs or another non-instructional unit.
 - b. the Vice President for Academic Affairs, if the respondent to the grievance is employed in Academic Affairs, whether as a faculty or staff member.

After receiving the formal grievance, the Dean of Students or the Vice President for Academic Affairs may review relevant files or records and consult with the grievant, the respondent(s), witnesses and other individuals, in an attempt to resolve the matter and to determine whether further action is warranted.

If resolution is reached by this process, no further action normally will be taken, and the matter will be considered closed. The University reserves the right to undertake further investigation of any allegation. In all cases, the Dean of Students and the Vice President for Academic Affairs will keep a written record of formal grievances and their resolution.

SAINT MARTIN'S UNIVERSITY
Student Supplemental Grievance Policy Form

Return form to the Dean of Students or Provost as described in the policy.

Date _____

Time _____

Reported By: _____

Student ID# _____

Date of Incident: _____ Time: _____ Place: _____

Person(s) Involved in Incident
Name (Last, First)

Reason for Report:

Policy Violation

Information Only

Other

Description of Incident:

Description Continued:

For Office Use Only

Action Taken By: _____

Meeting Scheduled: _____

Resolution: