POLICIES AND PROCEDURES FOR ACTS OF ACADEMIC DISHONESTY

SIU STUDENT CONDUCT CODE

The SIU Student Conduct Code, updated in January 2015, can be read in its entirety at: srr.siu.edu/_common/documents/SCC

STUDENT HEARING (GRIEVANCE) PROCEDURE COLLEGE OF BUSINESS

Approved by the faculty of the College of Business September 21, 1990 The Undergraduate Grievance Policy is currently under review and an updated version will be made available upon approval.

Preface

Normally, faculty-student differences and issues in dispute should be discussed with the student’s instructor. When discussion does not resolve the issue in a satisfactory manner, the faculty and students of the College of Business establish this procedure to provide students with a formal and efficient process through which they may present grievances against an instructor. This procedure recognizes that a student has the right to present a grievance and receive a fair hearing and, if appropriate, corrective action. Copies of this document shall be available for all students at the college’s Undergrad Advisement Office.

Purpose

Students with grievances not covered by other college policies and procedures may elect to have grievances heard using this procedure. Students must enter grievances at the lowest appropriate level before appealing to a higher level. This procedure is established to examine facts and is not a trial to affix guilt.
STUDENT HEARING PROCEDURE

Step One

The student must present grievance documentation to the instructor with whom a grievance exists within 20 business days of the start of the semester following the incident. The instructor must respond to the student in writing within 10 days of receiving the written complaint and send copies to the immediate supervisor.

Step Two

The student has the right to pursue the grievance to the next higher level. The student has five days from receipt of the instructor’s decision to inform both the instructor and chair of his/her appeal, in writing. If, however, the instructor fails to respond within the required time period, the student may appeal to the chair within 10 days after expiration of that time period. The chair will schedule a hearing within 10 days of receipt of the appeal. In addition to the right of the instructor and student to attend, the chair may request that anyone else possessing knowledge of the situation be present at this hearing. A friend or counsel may be present with the student at this and the subsequent step in the hearing process but may not address the hearing directly. The hearing will occur no later than 30 days after the chair received the written appeal unless otherwise agreed to by the principle parties. After the hearing, the chair must respond to the student in writing, sending copies to the instructor and the dean.

Step Three

If the grievance is pursued, it shall be to the dean and must be submitted within five days after the hearing with the chair is held. The dean will schedule the final college hearing for the student within 10 days and shall hold the hearing within 30 days of receipt of the appeal. The dean may request that the instructor or anyone else possessing knowledge of the situation be present at this hearing. Within 10 days of the hearing the dean shall write and transmit the decision to the affected parties.

1 For convenience, the term “instructor” is used throughout this document. The reference is to an individual with whom the student may have a grievance. That individual may be any employee of the College of Business, e.g. graduate assistant, academic advisor or faculty.
2 Fall and spring are semesters; summer is not.
3 “Day” shall mean all days the business offices of the University are open.
4 For convenience the term “chair” used throughout this document refers to the employee’s immediate supervisor.