



27.004 Faculty/Student Grievance Policy

Responsible Executive:	Vice President for Student Affairs
Responsible Office:	Office of Student Services/Judicial Affairs
Related Policy:	
Approved on Date:	April 30, 2007
Effective Date:	April 30, 2007
Revision Date:	

Policy Statement

All students and faculty attending Norfolk State University are required to abide by the laws of the Commonwealth of Virginia and the rules and regulations of Norfolk State University. A person who violates the general standards of conduct may be subject to administrative action, whether or not civil authorities choose to prosecute. The Faculty/Student Grievance Committee is specifically authorized to regulate student, faculty, and staff conduct.

Purpose

The Norfolk State University Faculty/Student Grievance Policy is designed to promote the honesty and respect inherent in and essential to the educational process and work environment of its students and faculty. This policy is applicable to all students, faculty, and staff at the University who violate the Code of Conduct and/or rules and regulations.

Procedures

The Faculty/Student Grievance Committee is a body that hears formal complaints from students, faculty, and staff. The committee hears, mediates and recommends to the Vice President of Academic or Student Affairs determinations, findings and recommendations. Grievances may be related to one or more of the following:

1. Grade disputes;
2. Charges of academic dishonesty;
3. Faculty inaccessibility or unresponsiveness;
4. Allegations of discrimination on the basis of gender, race, nationality, religion or physical disability;

5. Acts of violence, force, threat, intimidation;
6. Physical/verbal abuse and/or disruptive behavior; or
7. Other acts covered in the University Standards of Conduct as printed in the Student Handbook. Rules of procedure for charges of sexual harassment are outlined in the NSU Sexual Harassment Policy.

The committee is comprised of five faculty appointed by the Faculty Senate, five student representatives appointed by the Student Government Association, a designee from the Vice President for Student Affairs, the Human Resources Director or designee, and the Compliance Officer/Ombudsperson. The Vice President for Student Affairs appoints the Committee Chair.

Filing the Grievance

A formal grievance may be filed in the Office of Student Services/Judicial Affairs or the University Police Department. All formal grievances are reviewed in the Office of Student Services/Judicial Affairs for evidentiary integrity. Every attempt is made to ensure that the complainant has sought resolution of the grievance at the appropriate levels. If it is found that sufficient documentation is present to warrant a hearing, the information is forwarded to the Assistant Vice President for Student Affairs with a request to convene a hearing.

Convening a Committee

1. The Chair of the Faculty/Student Grievance Committee establishes a hearing date and time. This is done as expeditiously as possible, generally within fourteen days of the Chair's receipt of the complaint. The Chair of the Faculty/Student Grievance Committee designates members to serve on the *hearing* committee. A hearing committee **must** consist of an odd number of individuals (minimum of five individuals) to include the Committee Chair, student representatives and representation from the faculty. *The Human Resources Director or designee and the Compliance Officer/Ombudsperson may be included depending on the nature of the case.*
2. *Notifications to Appear* are sent from the Office of Student Services/Judicial Affairs to all relevant parties (hearing committee, faculty, students, etc.) notifying them of the time, date, and location of the hearing.
3. The official complaint and supporting documentation are copied and collated in the Office of Student Services/Judicial Affairs.
4. The hearing is held following the rules for formal proceedings as outlined in the Student Disciplinary Policy and Procedures Handbook.

5. The Chair of the Faculty/Student Grievance Committee disseminates the formal written complaint and supporting documentation to the committee members at the time of the hearing. This material is collected by the Chair at the conclusion of the hearing and returned to the Office of Student Services/Judicial Affairs.
6. Following the hearing, notification of the committee's determination is forwarded to the Office of Academic Affairs and/or the Office of Student Affairs (as appropriate), to the complainant and to other relevant parties, from the Office of Student Services/Judicial Affairs.

Appeal Process

Determinations made by the hearing committee may be appealed.

Appeals – Appeals must be filed within seven business days after receiving the letter of determination. Appeals are submitted, in writing, to the Assistant Vice President for Student Affairs and then forwarded to the appropriate vice president. Upon reviewing an appeal, the decision rendered by the appropriate vice president is final.