



Students who wish to appeal a class or assignment grade follow [Policy 1211 Grade Appeal](#).

A grievance is a formal, written complaint by a student pertaining to the conduct of a member of the university student body, faculty, staff, governing board, administration or third parties (i.e. individuals who are neither students nor employees, including but not limited to prospective students, guests, volunteers, contractors, and consultants).

Retaliatory or adverse action may not be taken against a student for filing a complaint.

In the case of sexual misconduct, discrimination, or harassment, follow [Policy 1004 Nondiscrimination and Anti-harassment](#).

I. Written Notification of a Grievance

A complaint must be submitted through the [TIPS reporting tool](#) or in writing and include the following information:

1. Date of complaint submission.
2. Name(s) and contact information of the individual(s) submitting the grievance.
3. Date(s) of incident(s).
4. A description of the conduct, policy violation, issue and/or any known circumstances surrounding the matter.
5. Steps that have already been taken toward resolving the situation, if any.
6. Supporting evidence of the alleged conduct including witnesses, if any.
7. Specify the policy violation and/or particular issue of concern.

If not submitted through TIPS, the written complaint must be submitted to the appropriate university administrator as described below or to the Title IX coordinator in cases of sexual misconduct.

Complaints Involving Students:	Complaints Involving UWS Employees:
Elena Howells Associate Vice President for Student and University Affairs/Title IX Coordinator 503-847-2555 rmessina@uws.edu	Kathleen Cannon Director, Human Resources 503-847-2557 kcannon@uws.edu

In the event that an incident involves alleged misconduct by the Title IX coordinator or director of human resources, reports should be made directly to Rosalia Messina, executive vice president, at rmessina@uws.edu or 503-847-2555.

II. Grievance Process

Issue, Policy Violation or Conflict between a Student and an Employee

1. Prior to filing a formal grievance, students should attempt to resolve the matter with the employee unless the circumstances dictate otherwise (e.g. assault, sexual misconduct, harassment, discrimination).



2. If the matter is not resolved, the student may file a written complaint with the director of human resources.
3. The director of human resources reviews the grievance and initiates the investigation process if the alleged misconduct constitutes a violation of university policy, bylaw, or other governing regulation.
4. The vice president overseeing the employee's department, in consultation with the department supervisor, will review the investigation findings and provide a written decision to the employee named in the grievance and to the individual filing the grievance within ten (10) business days.
5. Incidents involving the university president are submitted to the director of human resources and are adjudicated by the board of trustees.

Issue, Policy Violation or Conflict between Students

1. Prior to filing a formal grievance, students should attempt to resolve the matter with the other student unless the circumstances dictate otherwise (e.g. assault, sexual misconduct, harassment, discrimination).
2. If the matter is not resolved, the student may file a written complaint with the associate dean of students.
3. The associate dean of students will review the grievance and initiate the investigation process if the alleged misconduct constitutes a violation of university policy, bylaw, or other governing regulation.
4. The dean of enrollment and student services will review the investigation findings and provide a written decision to the student member named in the grievance and to the individual filing the grievance within ten (10) business days.

Sexual Misconduct, Discrimination and Harassment Complaints

If a complaint pertains to sexual misconduct, follow [Policy 1004 Nondiscrimination and Anti-harassment](#).

III. Grievance Appeal

An appeal is a written request to modify an institutional decision or disciplinary action. Disciplinary actions include, but are not limited to, warning, restitution, probation, disciplinary course failure, suspension, and/or dismissal. **Note:** See [Policy 1211 Grade Appeal](#) for appeal of final course grades or other final comprehensive evaluation grade.

- **Step 1: Written Request for Appeal**

A written request for an appeal must be filed within five (5) business days of the date on the written ruling of the grievance outcome. The appeal request should include the following information:

1. Name(s) and contact information of the individual(s) filing the appeal.
2. Date the appeal is submitted.
3. Reason for the appeal.
4. Details of any extenuating circumstances that warrant an exception to policy or that justify an alternative decision or disciplinary action.
5. Copy of the written decision or disciplinary action. Any other evidence, documentation, and/or information relevant to the situation should be attached.

Policy 9009 Student Grievance and Appeal

Established: 10/23/1980

Revision History: 08/15/2017, 09/30/2015, 08/31/2012, 04/27/1987



- 6. The written appeal must be submitted to the appropriate university administrator as described below.

Complaints Involving Students:	Complaints Involving UWS Employees:
<p>Dana Sims Vice President for Academic Affairs 503-847-2597 dsims@uws.edu</p>	<p>Rosalia Messina Executive Vice President 503-847-2555 rmessina@uws.edu</p>

In the event that an incident involves alleged misconduct by the vice president for academic affairs or the executive vice president for university affairs, reports should be made directly to the president at officeofthepresident@uws.edu

In the event that an incident involves alleged misconduct by the university president, reports should be made directly to the board liaison, the executive vice president, at rmessina@uws.edu

- **Step 2: Administrative Review**

If the student demonstrates that the investigation process used was inconsistent with expected UWS standards or has substantive new evidence (not restatement of existing evidence) for consideration that was not known at the time of the initial investigation, the administrator may reopen the investigation. Without evidence of errors in the investigation process or substantive new evidence, the administrator will uphold the original decision. The appropriate administrator will render a decision and provide written notification to reopen the investigation or uphold the original decision within ten (10) business days.

- **Step 3: Final Appeal**

The student has a right to submit a written appeal of the Administrative Review to the president within five (5) business days of the date on the written outcome of the Administrative Review. The president will render a final decision and provide written notification within ten business days.

Right to Consult Legal Counsel

Students have a right to consult legal counsel. Students assume all costs for legal counsel.

Right to Consult Higher Education Coordinating Commission.

Students have a right to appeal final decision to Oregon Higher Education Coordinating Commission (HECC).

Related Policies: [Policy 1004 Nondiscrimination and Anti-harassment](#)
[Policy 1211 Grade Appeal](#)
[Policy 9001 Student Conduct](#)

Key Words: appeal, complaint, conduct, conflict, decision, discipline, discrimination, dismissal, fees, fines, grievance, harassment, issue, misconduct, professionalism

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