

Effective April 27, 2017

## **Student Academic Grievance Procedures**

### **INTRODUCTION**

These Student Academic Grievance Procedures define an administrative process through which students may seek resolution of Complaints or Grievances regarding academic standing during their enrollment at UIC.

- Section I defines eligibility to use these Procedures.
- Section II provides definitions of commonly used terms.
- Section III describes informal processes that must be pursued before initiating a formal Academic Grievance.
- Sections IV through VI outline the formal Academic Grievance procedure itself.
- Section VII contains information that is essential to the proper interpretation and use of these Procedures and should be read carefully by any person involved in the handling of an Academic Grievance.

Colleges, departments, and other units may extend or enhance the Student Academic Grievance Procedures in keeping with their accreditation or professional standards.

The University Guidelines on Grievance Procedures for Complaints of Discrimination at the University of Illinois (Appendix A), which were approved by the Board of Trustees in 1996, are considered to be part of these Student Academic Grievance Procedures. In the event of a conflict between the Guidelines and these Procedures, the Guidelines will govern.

Also included as Appendix B is the University of Illinois at Chicago Prohibition of Sex Discrimination, Sexual Harassment and Sexual Misconduct Policy, as Appendix C a step-by-step summary of the Student Academic Grievance Procedures for undergraduate, graduate and professional students, and as Appendix D the Student Academic Grievance Forms that should be used at each step of the Formal Grievance Process.

### **SECTION I. ELIGIBILITY**

- A. These Procedures may only be used
1. by a Student:
  2. with a Complaint or Grievance regarding
    - a. an academic decision made or action taken by
    - b. an agent of the University (e.g., faculty or staff member, administrator, committee)
    - c. that directly and adversely affects the Student's academic standing.
- B. These Procedures may not be used:

1. In deciding or appealing issues relating to student discipline that are under the purview of the Senate Student Judiciary Committee;
2. In resolving any complaint, request, or question involving Student records subject to campus procedures established pursuant to the Family Educational Rights and Privacy Act (FERPA) and contained in the Guidelines and Procedures Governing Student Records ([http://registrar.uic.edu/campus\\_policies/records\\_policy.html](http://registrar.uic.edu/campus_policies/records_policy.html)).
3. By applicants for admission to appeal an admissions decision;
4. In review of any decision by any University administrator or properly constituted board or committee relating to allocation of resources to support any unit's projects or programs.

## SECTION II. DEFINITIONS

- A. **Academic Complaint:** An unwritten Academic Grievance.
- B. **Academic Grievance:** A written statement by a Student Grievant containing a description of the academic decision made or action taken that meets the eligibility criteria set forth above, along with a specification of the remedy sought.
- C. **Administrative Officer (AO):** Generally, the person to whom the Respondent reports or another person designated by the unit/college/department to serve in that role. The AO cannot serve as Grievance Officer (GO) or as a member of the Hearing Panel.
- D. **Day(s):** All references in these Procedures to a time period are to working or business days. Official University holidays are not considered business days. Extensions to deadlines for all stages in this process can be requested from the Chancellor's office.
- E. **Formal Hearing:** A hearing held by a Hearing Panel to investigate a Level 1 Academic Grievance that will include the Grievant, Respondent, and other witnesses such as the AO, and that will be recorded.
- F. **Grievant:** The Student author of an Academic Grievance.
- G. **Grievance Officer (GO):** The person to whom the AO usually reports, usually the Dean or the Dean's designee. For students enrolled in the Graduate College, this is the Dean of the Graduate College for Level 1 Academic Grievances. The GO selects the Hearing Panel for Level 1 academic grievances.
- H. **Hearing Panel:** A Hearing Panel will be selected by the GO to conduct a Formal Hearing for the Academic Grievance and will be comprised of three faculty members from the college to include a member of the College Executive Committee or Educational Policy Committee (where possible), who will serve as chair, and two faculty members who are not in the department of the Respondent or AO. This panel will collaborate in reviewing the relevant evidence, holding the Formal Hearing and providing a recommendation to the GO. If a consensus is not reached by the Hearing Panel members, this will be indicated in the report to the GO.
- I. **"In Writing":** Throughout these Procedures, "in writing" should be understood to include email. Note that a signature line in an email will not suffice to meet the

requirements of a “signature” as set forth within this policy. However, a scanned document containing the signature and attached to an email is acceptable.

- J. **Level 1 Academic Grievance:** Academic Grievances concerning serious adverse decisions that will prevent the Student from continuing their progress toward a degree in good academic standing.
- K. **Level 2 Academic Grievance:** Academic Grievances concerning decisions that, while undesirable for the Student, do not prevent the Student from continuing their progress toward a degree in good academic standing and were not concerning grades or evaluations that are entirely based on a subjective judgment by a University agent.
- L. **Respondent:** The person who made the decision or took the action that is the subject of the grievance.
- M. **Student:** Any individual who, at the time the decision was made or action was taken that is the subject of the Academic Grievance, was officially enrolled as a non-degree student, degree-seeking student, or enrolled in a UIC–approved certificate program (not to include individuals participating in medical, dental or other health-care related Residency programs).

### SECTION III. INFORMAL PROCEDURES

Please see Appendix C for a step-by-step summary of the Student Academic Grievance Procedures (Level 1 and Level 2 Academic Grievances) for undergraduate, graduate and professional students.

- A. Except in Academic Complaints or Academic Grievances that include an allegation of sexual misconduct or unlawful discrimination (see Section III B), the Student is expected to attempt to resolve their Academic Complaint or Academic Grievance informally. This informal attempt must include discussion of the Academic Complaint with the Respondent. The informal process with the Respondent should be documented in writing. In the event that a resolution is not found, and the Student chooses to pursue the Formal Grievance Process, this documentation should be sent to the Administrative Officer. The Formal Grievance Process must be initiated with the Administrative Officer within 40 days from the time that the Grievant was notified of the decision being grieved.
- B. If an Academic Complaint or Academic Grievance includes an allegation of sexual misconduct or unlawful discrimination, there is no expectation of informal resolution. In such cases, the Student can immediately initiate the Formal Grievance Process with the Administrative Officer.

If an Academic Complaint or Academic Grievance includes an allegation of sexual misconduct, the Title IX Coordinator in the Office for Access and Equity must be informed by the Administrative Officer immediately upon the receipt of the Academic Complaint or Academic Grievance. For more information about Sexual Misconduct and UIC’s Prohibition of Sexual Harassment, Sex Discrimination and Sexual Misconduct

please visit (<https://sexualmisconduct.uic.edu/policystatement.shtml>) (UIC's Policy Statement is found as Appendix B of this document).

If an Academic Complaint or Academic Grievance includes an allegation of unlawful discrimination, the Office for Access and Equity must be informed by the Administrative Officer as quickly as possible, but no later than 5 days after receipt of the Academic Complaint or Academic Grievance. For the definition of "unlawful discrimination" please see the University of Illinois Nondiscrimination Statement at <http://oe.uic.edu/docs/Nondiscrimination%20Statement%202006-10.pdf>.

In the event that the Office for Access and Equity has been contacted about an allegation of sexual misconduct or unlawful discrimination during the grievance process, the Administrative Officer or Grievance Officer who initiated the contact should not render a decision at their step in the grievance process without first consulting the Office for Access and Equity about the disposition of their investigation. In order for the Office for Access and Equity to complete their investigation, it is likely that the Administrative Officer or Grievance Officer will need to request an extension of the academic grievance timeline from the Chancellor's office.

## SECTION IV. FORMAL ACADEMIC GRIEVANCE-FIRST STEP

- A. **Submission of the Formal Academic Grievance:** If the efforts pursuant to Section II A fail or are not required pursuant to Section II B, the Student may formalize the Academic Complaint as an Academic Grievance.
1. **Academic Grievance:** All Academic Grievances must be (a) filed in writing, (b) signed and dated by the Grievant, and (c) accompanied by the Student Academic Grievance Form (Appendix D) and contain or have attached all supporting documentation at the time it is filed. The Grievant should fill in as much of the form as possible, though must minimally provide:
    - a. a clear description of the decision/action being grieved;
    - b. the basis or bases for challenging that decision (including any relevant allegations of unlawful discrimination and/or sexual misconduct);
    - c. the identity of the party or parties who made the decision and/or took the action;
    - d. the specific remedy or remedies requested;
    - e. a description of all informal resolution attempted (not required in grievances including allegations of sexual misconduct or unlawful discrimination).
  2. **Decisions:** All decisions issued pursuant to an Academic Grievance must be in writing and shall include all of the following:
    - a. relevant findings of fact;
    - b. conclusions and the reasons for conclusions reached;
    - c. the remedy which is either granted or denied and/or any alternative remedies suggested.
  3. **Appeals/Reviews:** All appeals or requests for review filed during an Academic Grievance process must be in writing, must specify the decision/action being challenged and the basis or bases for that challenge, and must request a specific remedy.
  4. **Filing:** No Academic Grievance or appeal will be considered to be filed until the written Academic Grievance or appeal is actually received by the appropriate University administrator. Limitations imposed upon the Grievant for filing appeals of decisions will be calculated from the date that any decision is received by the Grievant, or is due, whichever date is earlier.
- B. **Filing Deadline:** An Academic Grievance must be filed by the Grievant with the Administrative Officer within forty (40) days from the time the Grievant was notified of the decision being grieved. Informal efforts to resolve the Academic Complaint must occur within this forty (40) day period (Note: informal efforts are not required for Academic Complaints alleging sexual misconduct or unlawful discrimination). The Grievant is encouraged to begin the process as soon as possible. If sexual misconduct or unlawful discrimination is alleged, the Administrative Officer must inform the Office for Access and Equity that the Academic Grievance has been filed.
- C. **Level 1 and Level 2 Grievances:** There are two types of Academic Grievances. Level 1 Academic Grievances are those concerning serious adverse decisions that will prevent the Student from continuing their progress toward a degree in good academic standing. Level 2 Academic Grievances are those concerning decisions, while undesirable for the Student, do not prevent the Student from continuing their progress toward a degree in

good academic standing. There are some differences in the procedures for these two levels of Grievances as outlined below and in Appendix C.

- D. **Role of the Administrative Officer (Level 1 or 2 Academic Grievance):** The Administrative Officer will (1) determine whether or not the Student Academic Complaint meets the criteria for a Level 1 or 2 Academic Grievance, and (2) determine whether or not a previous informal resolution process between the Student and the Respondent indeed occurred (except in Academic Complaints involving allegations of sexual misconduct or unlawful discrimination, where an attempt at informal resolution is not required). When the Administrative Officer is satisfied that these conditions have been met, then they must investigate the facts. If the Academic Grievance includes an allegation of sexual misconduct, the Title IX Coordinator in the Office for Access and Equity must be informed by the Administrative Officer immediately upon receipt of the Academic Grievance. If the Academic Grievance includes an allegation of unlawful discrimination, the Office for Access and Equity must be informed by the Administrative Officer as quickly as possible, but no later than 5 days after receipt of the Academic Grievance. For Level 2 Academic Grievances that do not involve a Hearing Panel, the Administrative Officer may consider holding an informal discussion with the Grievant.
- E. **Decision of the Administrative Officer (Level 1 or 2 Academic Grievances):** The Administrative Officer may either grant or deny the remedy sought, or may provide other remedies. **A decision to deny a grievance that does not meet the eligibility criteria may not be appealed further.** The Administrative Officer's decision must be issued in writing, within ten (10) days following their receipt of the Academic Grievance. For Level 1 Academic Grievances, in the event that the Administrative Officer does not grant the remedy sought or provide other remedies, they must inform the Grievant of their right to request a Formal Hearing from the Grievance Officer. For Level 2 Academic Grievances, in the event that the Administrative Officer does not grant the remedy sought or provide other remedies, they must inform the Grievant of their right to appeal the decision to the Grievance Officer.
- F. **Withdrawal or Resolution of an Academic Grievance:** The Grievant may withdraw an Academic Grievance at any time in writing. An Academic Grievance may, at any time prior to final resolution through the Student Academic Grievance Process, be settled and resolved by written agreement signed by the Grievant and University administrator serving in a review capacity under these Procedures, provided that the University administrator has the authority to implement the remedies/resolution contained in the agreement. Once resolved or withdrawn, the Grievant may not re-submit or reinstate a Academic Complaint or Academic Grievance challenging on the same decision/action.

## SECTION V. FORMAL ACADEMIC GRIEVANCE-SECOND STEP

### A. **Level 1 Academic Grievances:**

1. **General:** If the Administrative Officer does not grant the Grievant the remedy sought, and provided the Academic Grievance meets all eligibility requirements, the Administrative Review decision will include notification to the Grievant that he/she/they may request a Hearing. This request must be submitted by the Grievant to the Grievance Officer, in writing and accompanying the appropriate forms. Please see Section II ("Definitions") for the definition of Grievance Officer.
2. **Deadline:** The Grievant's request for a Formal Hearing must be submitted, in writing, to

the Grievance Officer within ten (10) days following the Grievant's receipt of the Administrative Officer's decision.

3. **Role of the Grievance Officer:** The Grievance Officer, upon receipt of a request for a Formal Hearing will convene a Hearing Panel to hold the Formal Hearing. The Hearing Panel will consist of three faculty members meeting the criteria described below. Neither the Administrative Officer nor the Grievance Officer may serve on the Hearing Panel.
4. **Composition of the Hearing Panel (Level 1 undergraduate Student Academic Grievances):** The Hearing Panel for undergraduate Student Academic Grievances will be selected by the Grievance Officer and will include three faculty members. Optimally, a faculty member from the academic college Executive Committee or Educational Policy Committee will serve as chair of the panel. Two additional faculty members who meet the criteria outlined in Appendix C will be selected.
5. **Composition of the Hearing Panel (Level 1 graduate Student Academic Grievances):** The Hearing Panel for graduate Student Academic Grievances will be selected by the Grievance Officer and will include three faculty members. A faculty member from the Graduate College Executive Committee will serve as chair of the panel. Two additional faculty members who meet the criteria outlined in Appendix C will be selected.
6. **Composition of the Hearing Panel (Level 1 professional Student Academic Grievances):** The Hearing Panel for professional student Academic Grievances will be selected by the Grievance Officer and will include three faculty members with whom the Grievant has not had substantial academic interactions, and who the Grievance Officer believes can serve as the most impartial panel.
7. **Deadline:** Within ten (10) days of receipt of the request for a Formal Hearing, the Grievance Officer must select and charge a Hearing Panel. The Formal Hearing must be scheduled within thirty (30) days from the time the request for a Formal Hearing is made by the Grievant.
8. **Role of the Hearing Panel:** The Hearing Panel will review the existing Academic Grievance record, conduct further inquiry, if warranted, hold the Hearing, and make recommendations to the Grievance Officer. The chair of the Hearing Panel will be responsible for communicating with the Grievant concerning the presence of witnesses and legal counsel at the Formal Hearing, scheduling the Formal Hearing, and questions or concerns the Grievant may have about the Formal Hearing. The chair of the Hearing Panel will also communicate the recommendations of the Hearing Panel to the Grievance Officer based on relevant information provided during the evaluation of the Academic Grievance. The Grievance Officer shall not be bound by the recommendations or advice of the Hearing Panel.
9. **Formal Hearing Guidelines:** The Formal Hearing will be conducted by the Hearing Panel in an expeditious manner pursuant to the following guidelines:
  - a. **Powers of the Hearing Panel:** The Hearing Panel is empowered to rule on all procedural matters and on the relevance of witnesses and/or evidence. When an Academic Grievance contains allegations of unlawful discrimination or sexual misconduct, the Hearing Panel must consult with the Office for Access and Equity in advance of the Formal Hearing.

- b. **Evidence:** The Hearing Panel will be provided with all prior relevant documents and may request any additional information that is relevant to the issues of the Academic Grievance.
- c. **Rights of Grievant:**
- i. **Advisor:** A Grievant has the right to be accompanied by an advisor of their choice at any meeting or formal proceeding in the Academic Grievance process, although the advisor may not directly address the Hearing Panel or witnesses. If the Grievant chooses an attorney as their advisor, the Grievant or their attorney must notify the appropriate University administrator, in writing, at least five (5) days prior to the date of any scheduled meeting or formal proceeding. If a Grievant chooses to have an attorney present at a meeting or formal proceeding, a representative from the Office of University Counsel can be invited to be present to advise the Hearing Panel.
  - ii. **Witnesses:** The Grievant has the right to be heard at the Formal Hearing and to present witnesses. Witnesses may also be presented by the Hearing Panel. The list of requested witnesses must be submitted to the Hearing Panel no later than five (5) days in advance of the Hearing, along with a description of their relevance. It is the responsibility of the Grievant to arrange for the presence of any witnesses he/she/they wishes to appear. To the extent that the Hearing Panel wishes to hear from one or more witnesses, the Hearing Panel will arrange to have that/those witness(es) present and will notify the Grievant at least five (5) days in advance of the Formal Hearing.
- d. **Rights of Respondent:** The Respondent has the right to state their rationale for the decision or action being grieved by the Grievant at the Formal Hearing. As such, the Respondent must be invited to serve as a witness at the Formal Hearing by the Hearing Panel.
- e. **Questioning of Parties/Witnesses:** The Grievant may pose questions to the Hearing Panel to be directed to the Respondent and/or witnesses. The Hearing Panel will consider the appropriateness and relevance of the questions before deciding whether or not to direct them to the Respondent and/or witnesses. When the Academic Grievance contains allegations of unlawful discrimination or sexual misconduct, a representative from the Office for Access and Equity may be present to answer relevant questions related to their investigation and findings.
- f. **Record of the Hearing:** An electronic record of the Formal Hearing will be made and preserved as part of the complete record of the Academic Grievance.
- g. **Participants:** The Formal Hearing will be closed to all but those individuals entitled by these Procedures to participate.
- h. **Close of the Formal Hearing:** Following the face-to-face hearing and when

the Hearing Panel is satisfied that they have received information sufficient for them to make a decision/recommendations, the chair of the Hearing Panel shall officially close the Formal Hearing.

#### 10. **Recommendation:**

- a. **Hearing Panel Recommendations to the Grievance Officer:** The Hearing Panel will report to the Grievance Officer their findings, conclusions, and recommendations within five (5) days after the close of the Formal Hearing. Within five (5) days after receiving the findings and recommendations of the Hearing Panel, the Grievance Officer will either grant or deny the remedy sought, or provide other remedies, and will so inform the Grievant, along with future steps, if any.
- b. **Finality of Decision:** All decisions of the Grievance Officer will be conveyed in writing and are final except when the Grievance contains allegations of unlawful discrimination-or sexual misconduct related to the academic determination.
- c. **Deviation from Procedures:** A significant and demonstrable deviation from the procedures, which could have substantially affected the outcome of the decision, as described herein, may be reported to the Office of the Chancellor for consideration.

#### **B. Level 2 Academic Grievances**

1. **General:** If the Administrative Officer does not grant the Grievant the remedy sought, and provided the Academic Grievance meets all eligibility requirements, the Grievant may appeal the decision of the Administrative Officer to the Grievance Officer. For Level 2 Academic Grievances, the Grievance Officer for all students is the academic college dean or their designee. The Administrative Officer cannot serve as the Grievance Officer.
2. **Deadline:** The Grievant's appeal must be submitted, in writing, to the Grievance Officer within five (5) days following the Grievant's receipt of the Administrative Officer's decision.
3. **Role of the Grievance Officer:** The Grievance Officer, upon receipt of an appeal will consider the facts of the case, the Grievance process thus far, and the rationale for the Administrative Officer's decision in making their own decision. The Grievance Officer may also conduct further inquiry into the matter.
4. **Decision Deadline:** The Grievance Officer will render their decision within ten (10) days following the receipt of the Grievant's appeal.
5. **Finality of Decision:** All decisions of the Grievance Officer are final expect when the Grievance contains allegations of unlawful discrimination or sexual misconduct related to the academic determination.
6. **Deviation from Procedures:** A significant and demonstrable deviation from the procedures which could have substantially affected the outcome of the decision, as described herein, may be reported to the Office of the Chancellor for consideration.

## SECTION VI. APPEAL TO THE CHANCELLOR

The decision rendered by the Grievance Officer cannot be appealed except when the Academic Grievance includes an allegation of unlawful discrimination or sexual misconduct relating to the decision or action that is the subject of the Academic Grievance; or where the Grievant has alleged a significant procedural error(s) that may have substantially affected the outcome of the Academic Grievance. The appeal must be made within five (5) days of the Grievance Officer's decision. Upon receipt of the appeal, the Chancellor or their designee will review the record and the contents of the appeal, and issue a decision in writing within thirty (30) days. In doing so, the Chancellor or their designee may seek such advice and information as they deem necessary. The Chancellor's decision is final and no further appeal is available.

## SECTION VII. RULES OF INTERPRETATION

- A. **Scope of Review**: Any University administrator or faculty member serving in any review capacity at any stage in a formal Grievance process will consider and base their decision on relevant facts relating to the Grievance.
- B. **Deviation from Procedures**: In unusual circumstances, the Chancellor, at their sole discretion, may approve or direct a deviation from these Procedures. Examples of such a deviation include postponement of a time limit or elimination or addition of a step in the process.
- C. **Grievance Record**:
  1. **Creation**: The record of an Academic Grievance will be created at each stage of the process by the University official responsible for the conduct of that stage of the Grievance process. This record must be passed along to the University official responsible for the next step, if any.
  2. **Maintenance**: The recording of any Formal Hearing will be maintained by the Grievance Officer. The complete record of an Academic Grievance will consist of the original Academic Grievance; a copy of each formal decision made at each step of the process; and all formal recommendations and decisions of the Administrative Officer, Grievance Officer, Hearing Panel and Chancellor, where relevant. The Student Academic Grievance Forms found in Appendix D, must be filled out at each step in the process by the Grievant, Administrative Officer and Grievance Officer and included the Grievance record. When processing of the Academic Grievance is complete, the full record will be forwarded to and preserved by the Dean of the college or school in which the Academic Grievance was filed. Each college will compile the final decisions for each Academic Grievance heard in the previous year and submit these to the Office of the Provost/Vice Chancellor for Academic Affairs. For professional programs who have introduced modifications into the Academic Grievance procedures, these modifications should also be submitted along with this annual report.

3. **Destruction:** The Academic Grievance record will be preserved in its entirety for at least five (5) years following the final resolution of the Academic Grievance. After five years, the record will be subject to the applicable maintenance and destruction policy of the college/department. A copy of the final decision will be permanently maintained in the Office of the Provost/Vice Chancellor for Academic Affairs.
  4. **Accessibility:** All documents which are made a part of the complete record of the Academic Grievance will be accessible to the Grievant for review in accordance with the UIC Student Records Policy.
- D. **Failure to Meet Deadlines:** The failure of any University administrator to meet any deadline shall not entitle the Grievant to any relief requested, nor shall such a failure be construed as tantamount to a decision in the Grievant's favor. Any Grievant or complainant who fails to observe time limitations imposed by these Procedures will be bound by the decisions previously made.

## Appendix A

### Guidelines on Grievance Procedures for Complaints of Discrimination

[https://www.vpaa.uillinois.edu/resources/policies/grievance\\_guidelines](https://www.vpaa.uillinois.edu/resources/policies/grievance_guidelines)

Board Policy, enacted November 1996

These Guidelines are designed to cover grievance procedures for complaints by employees and students concerning alleged discrimination by the University in violation of the University's nondiscrimination policy.

Each campus is responsible for developing and implementing its own grievance procedures in such matters, within these Guidelines. A separate procedure will be established for University-level staff and students, also within these Guidelines. When developed, all campus and University grievance procedures are to be presented to the President of the University for approval prior to implementation.

A distinction is recognized between a *complaint* and a *grievance*. An employee or student may be said to have a complaint when some situation or event is viewed as unsatisfactory. Employees, supervisors and students are expected and encouraged to make every effort to resolve complaints informally as they arise. If a complaint cannot be satisfactorily resolved through an informal process, the complainant may reduce the matter to writing and file it promptly as a formal grievance.

To be effective, a grievance procedure must provide for a prompt, fair and definitive resolution of the matter. The following Guidelines are applicable to formal grievance procedures relating to complaints that allege discrimination.

1. Final decisional authority on substantive and procedural issues related to a grievance initiated by a campus employee or student shall reside with either the Chancellor or a Vice Chancellor. Final decisional authority on substantive and procedural issues shall reside with either the President or a Vice President with respect to a grievance filed by a University-level employee or student. Procedures shall provide for an alternative procedure when a grievance is filed against one of these administrators.
2. Separate grievance procedures may be established, within these Guidelines, for different groups of employees, students and applicants (students and employees).
3. A time limit for filing a formal grievance shall be established, related to a specific number of days after the occurrence leading to the grievance or after the grievant was reasonably able to determine that the occurrence might affect the grievant's status; but this time limit shall not exceed one year for students and 180 days for employees. The time limit shall not preclude investigation of prior incidents tending to corroborate or refute a timely-filed grievance.
4. Grievance procedures shall require formal grievances to be in writing. Decisions at all levels shall be reduced to writing, and the basis for a decision shall be set forth.

5. Grievance procedures shall provide for consideration, decision and appellate review, with a maximum of three separate tiers.
6. The grievant shall have at least one opportunity to present the grievance.
7. At each level of decision or appeal, the individual or panel charged with responsibility for the decision shall be provided the existing record of the matter, including a copy of the written grievance, the resolution sought by the grievant and the written disposition at all preceding levels. The individual or panel responsible for a decision may make such further investigation as is deemed appropriate and, for that purpose, may seek assistance or information from other personnel.
8. Grievance procedures shall provide that a grievant may have a personal advisor present at each tier of the grievance procedures to advise the grievant. The advisor shall not actively participate in the proceedings unless given prior approval.
9. Final disposition of a grievance must occur within a maximum of 180 days from the time of filing, but final resolution within a much shorter period is strongly encouraged. However, for good cause, this deadline may be extended by the Chancellor, President or a designee.
10. The record keeping aspects of the grievance procedures should be adequate to insure proper monitoring and reporting.
11. Grievance procedures shall provide that claims of discrimination asserted by employees represented by a union may be brought only in accordance with the applicable union contract.

## Appendix B

### The University of Illinois at Chicago Prohibition of Sex Discrimination, Sexual Harassment and Sexual Misconduct Policy

<https://sexualmisconduct.uic.edu/policystatement.shtml>

UIC is committed to providing an educational and work environment that is free from all forms of sex discrimination, sexual violence, and sexual and gender-based harassment (collectively referred to as “sexual misconduct”). UIC prohibits and will not tolerate sexual misconduct of or by students, employees, patients, or visitors. UIC will take prompt and fair action to eliminate such conduct, prevent its recurrence, and remedy its effects through interim protective measures and accommodations, equitable investigations, and disciplinary processes. Employees and students in violation of this policy may face sanctions up to and including termination or expulsion. The Office for Access and Equity, through its Title IX Coordinator, has the authority to conduct investigations, to determine when there have been violations of this policy based on the standard of preponderance of evidence, and then make recommendations in accordance with the relevant University policies for students, employees, patients, or visitors.

UIC encourages good faith reports of sexual misconduct and prohibits retaliation against any person who reports sexual misconduct and/or who participates in a Title IX investigation or resultant disciplinary process.

All employees are considered to be “Responsible Employees” with the authority and responsibility to report Sexual Misconduct to University Officials. Employees who are exempted from this reporting requirement are professional or pastoral counselors who provide work-related mental-health counseling, campus advocates who provide confidential victim assistance, and employees who are otherwise prohibited by law from disclosing information received in the course of providing professional care and treatment.

UIC prohibits conduct that violates Title IX of the Education Amendments Act of 1972 (“Title IX”), and Title VII of the Civil Rights Act of 1964 as amended (“Title VII”), and the Illinois Human Rights Act, and supplements related campus and University of Illinois policies and laws. Title IX states as follows:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

Unlawful discrimination on the basis of sex includes: (a) sexual harassment, (b) gender-based harassment, which is unwelcome conduct based on actual or perceived sex, or harassment based on gender identity or nonconformity with sex stereotypes, and/or (c) all forms of sexual violence including, but not limited to, sexual assault, sexual battery, sexual abuse, sexual coercion, sexual exploitation, dating violence, domestic violence, and stalking (collectively referred to as “Sexual Misconduct”).

Sexual misconduct is the term used in this policy to encompass unwanted or unwelcome conduct of a sexual nature that is committed without valid consent. Also included in this term is any abusive behavior that arises out of an actual or perceived intimate relationship (e.g. domestic or dating violence and stalking). Sexual misconduct may occur between people of the same gender or different gender identifications.

## Appendix C. Student Academic Grievance Procedures

**Level 1 Academic Grievance Procedure:** Reserved for serious adverse decisions that will prevent a student from continuing their progress toward a degree in good academic standing. Other Academic Grievances, such as those related to grades, are considered Level 2 Academic Grievances and follow an abbreviated procedure, which is outlined below.<sup>1</sup>

Stage	Undergraduate	Graduate	Professional
<p><b><i>Informal attempts to resolve an Academic Complaint.</i></b></p> <p><b>Important:</b> An Academic Complaint that includes an allegation of sexual misconduct or unlawful discrimination <u>does not</u> require an informal attempt to resolve the Academic Complaint.</p> <p><i>Timeline:</i> The attempt to resolve student Academic Complaint concerning adverse academic decision must occur within 40 days of the adverse action to adhere to the Academic Grievance timeline.</p>	<p>The Student and Respondent work informally to resolve the Student's Academic Complaint, except where the Academic Complaint contains allegations of sexual misconduct or unlawful discrimination.</p>	<p>The Student and Respondent work informally to resolve the Student's Academic Complaint, except where the Academic Complaint contains allegations of sexual misconduct or unlawful discrimination.</p>	<p>Professional programs will adhere to the common principles of the Level 1 Student Academic Grievance Process including the three steps (informal, formal with AO and GO), the separation of AO and GO duties, the three person Hearing Panel, and the time limits for each step in the process. Due to varying administrative structures and separate accreditation requirements, professional programs may modify their processes within this framework. Each process should be made widely available to students, staff and faculty in a student handbook or on a website equivalent, and communicated to the Office of the Provost/Vice Chancellor for Academic Affairs when created or changed.</p>
	<ul style="list-style-type: none"> <li>• The Academic Complaint may be resolved or withdrawn after this stage, which ends the process.</li> <li>• If the Academic Complaint is not resolved, it proceeds to the next stage.</li> </ul>		
<p><b><i>Formal Academic Grievance filed.</i></b></p>	<ul style="list-style-type: none"> <li>• The formal Academic Grievance is filed with the Administrative</li> </ul>	<ul style="list-style-type: none"> <li>• The formal Academic Grievance is filed with the Administrative</li> </ul>	

<sup>1</sup> The timelines for both Level 1 and Level 2 procedures might need to be altered because of the academic calendar or to allow the Office for Access and Equity (OAE) to complete any required investigation. In addition, the Chancellor, at their sole discretion, may approve or direct a deviation from these procedures.

<p><i>Timeline:</i></p> <ul style="list-style-type: none"> <li>• The Academic Grievance is filed within 40 days of the adverse decision or action.</li> <li>• <b>Important:</b> If an Academic Grievance includes an allegation of sexual misconduct, the Title IX Coordinator must be informed immediately upon receipt of the Academic Grievance.</li> <li>• <b>Important:</b> If an Academic Grievance includes an allegation of unlawful discrimination, the Office for Access and Equity (OAE) must be informed no later than 5 days after receipt of the Academic Grievance.</li> <li>• AO renders the decision within 10 days of receipt of the Academic Grievance and formally communicates it to the Grievant.</li> <li>• If the Grievant is not offered the outcome they seek, the AO should state, in the above communication, that they may request a Formal Hearing from the GO.</li> </ul>	<p>Officer (AO), who will attempt to resolve the grievance.</p> <ul style="list-style-type: none"> <li>• The AO is generally the person to whom the Respondent reports (usually a department head) or another person designated by the unit, college, or department to serve in that role.</li> </ul>	<p>Officer (AO), who will attempt to resolve the grievance.</p> <ul style="list-style-type: none"> <li>• The AO is generally the person to whom the Respondent reports or another person designated by the unit, college, or department to serve in that role.</li> <li>• In the case of a graduate student filing an Academic Grievance against a department head, the Dean of the Grievant's academic college, or their designee, shall act as the AO.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The Academic Grievance may be resolved or withdrawn after this stage, which ends the process.</li> <li>• If the Academic Grievance is not resolved, it proceeds to the next stage.</li> </ul>		
<p><b><i>Appeal of AO's decision.</i></b></p> <p><i>Timeline:</i></p> <ul style="list-style-type: none"> <li>• Grievant has 10 days after the AO's decision is issued to appeal the decision.</li> <li>• The GO or designee has 10 days, after receiving the request</li> </ul>	<ul style="list-style-type: none"> <li>• The appeal of the AO's decision is considered by the Grievance Officer (GO), who will attempt to resolve the Academic Grievance.</li> <li>• The GO is generally the person to whom the AO reports, usually the Dean or the Dean's designee.</li> </ul>	<ul style="list-style-type: none"> <li>• The appeal of the AO's decision is considered by the Grievance Officer (GO), who will attempt to resolve the Academic Grievance.</li> <li>• For students enrolled in the Graduate College, the GO is the Dean of the Graduate College.</li> </ul>	

<p>for a Formal Hearing, to select and charge the Hearing Panel.</p> <ul style="list-style-type: none"> <li>• When an Academic Grievance includes allegations of sexual misconduct or unlawful discrimination, the Hearing Panel chair consults with the Title IX Coordinator or OAE, respectively, prior to the Formal Hearing.</li> <li>• The Formal Hearing must be scheduled within 30 days of Grievant's request for a Formal Hearing. The GO may request extensions to this time limit based on faculty availability.</li> <li>• After the Formal Hearing, the chair of the Hearing Panel must report to the GO within 5 days.</li> <li>• The GO renders the final decision 5 days after receiving the final report from the Hearing Panel chair and formally communicates this decision to the Grievant.</li> </ul>	<ul style="list-style-type: none"> <li>• For Level 1 Academic Grievances, the GO must appoint a 3-person Hearing Panel. Ideally, the chair of the panel should be a member of the college's executive committee or educational policy committee. All panelists should be outside the academic department of the Respondent and the AO.</li> <li>• To ensure that the appeal is independent of the AO's decision, the AO may not serve as the GO or as a member of the hearing panel.</li> <li>• The GO cannot serve as a member of the Hearing Panel.</li> </ul>	<ul style="list-style-type: none"> <li>• For Level 1 Academic Grievances, the GO must appoint a 3-person Hearing Panel. Ideally, the chair of the panel should be a member of the college's executive committee. The other two panelists should include a faculty member outside of the student's department or program, but within the student's college with content expertise (in a closely related field), and a faculty member "at large" from the college.</li> <li>• To ensure that the appeal is independent of the AO's decision, the AO may not serve as the GO or as a member of the Hearing Panel.</li> <li>• The GO cannot serve as a member of the Hearing Panel.</li> </ul>	
	<p>Decisions of the GO are final and cannot be appealed except when the Academic Grievance contains 1) allegations of sexual misconduct or unlawful discrimination related to the academic determination, OR 2) where significant procedural errors are alleged, and where that claim has been reviewed in the appropriate college or school.</p> <ul style="list-style-type: none"> <li>• Request for the Chancellor's review must be made within 5 days of the GO's decision.</li> <li>• Upon receipt of the appeal, the Chancellor or their designee will review the record and issue a decision within 30 days. In doing so, the Chancellor or their designee may seek such advice and information as he/she/they deems necessary.</li> <li>• The Chancellor's decision is final and no further appeal is available.</li> </ul>		

**Level 2 Grievance Procedure:** for adverse decisions, such as those related to grades, that do not meet the definition of a Level 1 Academic Grievance, and that do not concern grades or evaluations that are entirely based on a subjective judgment by a University agent.

Stage	Undergraduate	Graduate	Professional
<p><b>Informal attempts to resolve an Academic Complaint.</b></p> <p><b>Important:</b> An Academic Complaint that includes an allegation of sexual misconduct or unlawful discrimination <u>do not</u> require an informal attempt to resolve the Academic Complaint.</p> <p><i>Timeline:</i> Attempt to resolve the Academic Complaint within 40 days of the adverse academic decision that is the subject of the Academic Complaint.</p>	<p>The Student and Respondent work informally to resolve the student's Academic Complaint, except where the Academic Complaint contains allegations of sexual misconduct or unlawful discrimination.</p>	<p>The Student and Respondent work informally to resolve the student's Academic Complaint, except where the Academic Complaint contains allegations of sexual misconduct or unlawful discrimination.</p>	<p>Professional programs will adhere to the common principles of the Level 2 Student Academic Grievance Process including the three steps (informal, formal with AO and GO), the separation of AO and GO duties, and the time limits for each step in the process. Due to varying administrative structures and separate accreditation requirements, professional programs may modify their processes within this framework. Each process should be made widely available to students, staff and faculty in a student handbook or on a website equivalent.</p>
	<ul style="list-style-type: none"> <li>• The Academic Complaint may be resolved or withdrawn after this stage, which ends the process.</li> <li>• If the Academic Complaint is not resolved, it proceeds to the next stage.</li> </ul>		
<p><b>Formal Academic Grievance filed.</b></p> <p><i>Timeline:</i></p> <ul style="list-style-type: none"> <li>• Grievance filed within 40 days of the adverse decision or action.</li> <li>• <b>Important:</b> If an Academic Grievance includes an allegation of sexual misconduct, the Title IX Coordinator must be informed immediately by the AO upon receipt of the Academic Grievance.</li> <li>• <b>Important:</b> If an Academic Grievance includes an allegation of unlawful</li> </ul>	<ul style="list-style-type: none"> <li>• The formal Academic Grievance is filed with the Administrative Officer (AO), who will attempt to resolve the grievance.</li> <li>• The AO is generally the person to whom the Respondent reports (usually a department head) or another person designated by the unit/college/department to serve in that role.</li> </ul>	<ul style="list-style-type: none"> <li>• The formal Academic Grievance is filed with the Administrative Officer (AO), who will attempt to resolve the grievance.</li> <li>• The AO is generally the person to whom the Respondent reports or another person designated by the unit/college/department to serve in that role.</li> <li>• In the case of a graduate student filing <b>an Academic Grievance</b> against a department head, the Dean of the Grievant's academic college, or their</li> </ul>	

<p>discrimination, OAE must be informed by the AO no later than 5 days after receipt of the Academic Grievance.</p> <ul style="list-style-type: none"> <li>• For Level 2 grievances, the AO may invite the Grievant to discuss the case in person. This discussion should be held within 10 days of the AO receipt of the Academic Grievance.</li> <li>• AO renders their decision within 10 days of receipt of the Academic Grievance and formally communicates it to the Grievant and the GO.</li> </ul>		<p>designee, shall act as the AO.</p>	
	<ul style="list-style-type: none"> <li>• The Academic Grievance may be resolved or withdrawn after this stage, which ends the process.</li> <li>• If the Academic Grievance is not resolved, it proceeds to the next stage.</li> </ul>		
<p><b><i>Appeal of AO's decision.</i></b></p> <p><i>Timeline:</i></p> <ul style="list-style-type: none"> <li>• Grievant has 5 days after the AO's decision to appeal the decision to the GO.</li> <li>• The GO consults with the Title IX Coordinator or OAE when an Academic Grievance includes sexual misconduct or unlawful discrimination, respectively.</li> <li>• The GO will consider the facts, process, and rationale for the decision before making their own decision.</li> <li>• The GO renders the final decision within 10 days following receipt of the Grievant's appeal of the Administrative Officer's decision.</li> </ul>	<ul style="list-style-type: none"> <li>• The appeal of the AO's decision is considered by the GO.</li> <li>• The GO is generally the person to whom the AO reports, usually the dean or the dean's designee.</li> <li>• To ensure that the appeal is independent of the AO's decision, the AO may not serve as the GO.</li> </ul>	<ul style="list-style-type: none"> <li>• The appeal of the AO's decision is considered by the GO.</li> <li>• For students enrolled in the Graduate College, and in contrast to the Level 1 grievance process, the GO is the Dean of the Grievant's academic college, or their designee.</li> <li>• To ensure that the appeal is independent of the AO's decision, the AO may not serve as the GO.</li> </ul>	
	<p>Decisions of the GO are final and cannot be appealed <u>except</u> when the Academic Grievance contains 1) allegations of sexual misconduct or unlawful</p>		

	<p>discrimination related to the academic determination, OR 2) where significant procedural errors are alleged, and where that claim has been reviewed in the appropriate college or school.</p> <ul style="list-style-type: none"><li>• Request for the Chancellor's review must be made within 5 days of the GO's decision.</li><li>• Upon receipt of the appeal, the Chancellor or their designee will review the record and issue a decision within 30 days. In doing so, the chancellor or their designee may seek such advice and information as she/he deems necessary.</li><li>• The Chancellor's decision is final and no further appeal is available.</li></ul>	
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## Student Academic Grievance Form

This form should be used to file a grievance related to an adverse academic decision. Before filing a formal grievance, UIC’s expectation is that the Student has made a sincere attempt to resolve their Academic Complaint with the Respondent, except for Academic Complaints that include allegations of unlawful discrimination or sexual misconduct, where an attempt at informal resolution is not required.

Please type your responses in the boxes below, which will expand if you need additional space, and attach related documentation if it is appropriate.

<b>Grievant</b> (person filing grievance)
1. <b>Name:</b>
2. <b>UIN:</b>
3. <b>Department/College/Unit:</b>
4. <b>Phone number</b> (with area code):
5. <b>Email address:</b>
6. <b>Mailing address</b> (with zip code):
<b>Respondent</b> (person who made the decision being grieved)
1. <b>Name:</b>
2. <b>Department/College/Unit:</b>
3. <b>Phone number</b> (with area code):
4. <b>Email address:</b>
<b>Grievance</b>
1. Describe the academic decision you are grieving.
2. What was the date of the decision?
3. Why do you believe the decision should be changed? Please attach evidence to support your case if appropriate. (If there are multiple attachments, consider labeling each as an appendix and then describing in your response how the evidence in each appendix supports your case.)

4. What remedy, or solution, are you seeking? (You may provide several options.)		
5. What steps have been taken to resolve the complaint? (e.g., emailed or met with respondent). Fill in the action taken, the date of the action, and the outcome below. (Please note that an outcome could include a lack of a response.)		
Action taken:  Date: Outcome:	Action taken:  Date: Outcome:	Action taken:  Date: Outcome:
<hr/> Grievant's signature _____ Date _____		
<b>Administrative Use</b>		
Received by:	Date received:	
Administrative officer (or designee) assigned:		

## Student Academic Grievance Process Form for Administrative Officers: Level 1

This form must accompany the Grievance Record. Please attach related documentation, including the formal letter that is sent to the grievant after the final decision is made.

<b>Grievance Information</b>		
<b>Grievant's name:</b>		
<b>Respondent's name:</b>		
<b>Department/College/Unit</b> (in which grievance was filed):		
<b>Date grievance was filed:</b>		
<b>Date OAE was notified by AO</b> (if appropriate):		
<b>Administrative Officer's Decision</b>		
<b>Name/Title of Administrative Officer</b> (or designee):		
<b>Decision</b> (and rationale):		
AO's signature	Date	
<b>Status of Grievance After AO's Decision</b>		
<input type="checkbox"/> Grievance resolved  Date:	<input type="checkbox"/> Grievance withdrawn  Date:	<input type="checkbox"/> Grievant appeals to GO  Date:
<b>Administrative Use</b>		
Were any deviations from the process requested? If so fill in the type of deviation requested, the date of the request, whether it was granted, and if it was, when it was approved.		
Deviations requested:		
Date requested:		
Granted: Yes/No		
Date granted:		
If appealed, Grievance Officer (or designee) assigned:		

## Student Academic Grievance Process Form for Grievance Officers: Level 1

This form must accompany the Grievance Record. Please attach related documentation, including the formal letter that is sent to the grievant after the final decision is made.

<b>Grievance Information</b>		
<b>Grievant's name:</b>		
<b>Respondent's name:</b>		
<b>Department/College/Unit</b> (in which grievance was filed):		
<b>Date of AO's decision:</b>		
<b>Date Grievant requested hearing:</b>		
<b>Date OAE was notified by GO</b> (if appropriate):		
<b>Grievance Officer's Decision</b>		
<b>Name/Title of Grievance Officer</b> (or designee):		
Date hearing panel was charged:	Date hearing was held:	Date hearing panel reported to GO:
<b>Hearing Panel Members</b> (name, title, and college) 1. 2. 3.		
<b>GO's decision</b> (and rationale):		
_____ GO's signature		_____ Date
<b>Status of Grievance After GO's Decision</b>		
<input type="checkbox"/> Grievance resolved	<input type="checkbox"/> Grievance withdrawn	<input type="checkbox"/> Grievant appeals to chancellor
Date:	Date:	Date:

**Administrative Use (if appealed to GO)**

Were any deviations from the process requested? If so fill in the type of deviation requested, the date of the request, whether it was granted, and if it was, when it was approved.

Deviation requested:

Date requested:

Granted: Yes/ No

Date granted:

## Student Academic Grievance Process Form for Administrative Officers: Level 2

This form must accompany the Grievance Record. Please attach related documentation, including the formal letter that is sent to the grievant after the final decision is made.

<b>Grievance Information</b>		
<b>Grievant's name:</b>		
<b>Respondent's name:</b>		
<b>Department/College/Unit</b> (in which grievance was filed):		
<b>Date grievance was filed:</b>		
<b>Date OAE was notified by AO</b> (if appropriate):		
<b>Administrative Officer's Decision</b>		
<b>Name/Title of Administrative Officer</b> (or designee):		
<b>Process selected</b> (check appropriate box below)		
<input type="checkbox"/> AO made independent decision.	<input type="checkbox"/> Informal hearing: AO and Grievant	
<b>Decision</b> (and rationale):		
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black;"> <span>AO's signature _____</span> <span>Date _____</span> </div>		
<b>Status of Grievance After AO's Decision</b>		
<input type="checkbox"/> Grievance resolved  Date:	<input type="checkbox"/> Grievance withdrawn  Date:	<input type="checkbox"/> Grievant requests GO review.  Date:
<b>Administrative Use</b>		
Were any deviations from the process requested? If so fill in the type of deviation requested, the date of the request, whether it was granted, and if it was, when it was approved.		
Deviation requested:		
Date requested:		
Granted: Yes/No		
Date granted:		
Grievance Officer (or designee) to whom report or request for review is sent:		

## Student Academic Grievance Process Form for Grievance Officers: Level 2

This form must accompany the Grievance Record. Please attach related documentation, including the formal letter that is sent to the grievant after the final decision is made.

<b>Grievance Information</b>		
<b>Grievant's name:</b>		
<b>Respondent's name:</b>		
<b>Department/College/Unit</b> (in which grievance was filed):		
<b>Date of AO's decision:</b>		
<b>Date Grievant requested review of AO's decision:</b>		
<b>Date OAE was notified by GO</b> (if appropriate):		
<b>Grievance Officer's Decision</b>		
<b>Name/Title of Grievance Officer</b> (or designee):		
<b>GO's decision</b> (check appropriate box below)		
<input type="checkbox"/> GO records AO's decision (no review requested).	<input type="checkbox"/> GO upholds AO's decision.	<input type="checkbox"/> GO modifies AO's decision.
Rationale:		
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>GO's signature _____</span> <span>Date _____</span> </div>		
<b>Status of Grievance After GO's Decision</b>		
<input type="checkbox"/> Grievance resolved	<input type="checkbox"/> Grievance withdrawn	<input type="checkbox"/> Grievant appeals to chancellor
Date:	Date:	Date:
<b>Administrative Use (if appealed to GO)</b>		
Were any deviations from the process requested? If so fill in the type of deviation requested, the date of the request, whether it was granted, and if it was, when it was approved.		
Deviation requested:		

Date requested:  
Granted: Yes/ No  
Date granted: