

5-17-2000

SR-99-00-37 (SCWC)

Marshall University

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**STUDENT CONDUCT & WELFARE COMMITTEE  
RECOMMENDATION**

**SR-99-00-37 (SCWC)**

Recommends the approval of the following additions (*italicized print*) to the 1999 - 2000 Marshall University Student Handbook, page 79:

Section IV: Processing

A. Level I

1. Student fills out a formal grievance and submits to the Student Legal Aid Program Advisor in Room 2W23 of the Memorial Student Center (forms are available in said office).
2. After the Student Legal Aid Program Advisor discusses the complaint with the student, the grievance is presented to the individual named in the complaint in an attempt at resolution. If not resolved, a copy of the grievance will be forwarded to the head of the unit in which the individual named in the complaint is employed. If the head of the unit is a party to the complaint, the grievance shall be forwarded to the supervisor of the head of the unit. If a resolution is not possible at this point, the student may proceed to Level II. *The decision to proceed to Level II along with the written findings from the student must be presented to the Student Legal Aid Program Advisor within 21 days from the time the student receives formal notification that a resolution has not been reached. Likewise, the individual named in the complaint must also respond in writing to the Student Legal Aid Program Advisor within 21 days upon receipt of official notification that the student is proceeding to Level II. If the individual named in the complaint does not respond within 21 days, the complaint shall be forwarded to the supervisor of the head of the unit in which the individual is employed.*

B. Level II

1. Student requests the Student Legal Aid Program Advisor to present his/her grievance to a Grievance Panel for disposition. Neither the student nor the individual named in the grievance is present at the Panel Meeting. *The Panel shall have 21 days from the time the grievance is presented to them to refer their findings to the Student Legal Aid Program Advisor.*

**RATIONALE:** The Grievance Process has not had any specified time frames at Levels I or II for students or individuals named in the complaint. These time frames will help to expedite the Grievance Process.

**FACULTY SENATE PRESIDENT:**

APPROVED: Donna Donathan DATE: 5/17/00

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

*Original returned to Faculty Senate*

*cc: AA office*

*Pro office 5/16/00*

**UNIVERSITY PRESIDENT:**

APPROVED:  DATE: 5/22/00

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:**

Amended from the senate floor on May 11, 200 to reflect the following amendments: Section IV, A., 2.,

the eighth line down should be amended as follows (additions in bold and deletions are striked out):

“Student Legal Aid Program Advisor ~~between~~ **within** 21 days from the time the student receives”

Section IV, A., 2., the ninth line down should be amended as follows (additions in bold):

“formal notification that a resolution has **not** been reached. Likewise, the individual named in the”

Although this recommendation was approved by the senate on May 11, 2000, it is the desire of the

senate for the Student Conduct & Welfare Committee to revisit this recommendation and do the

the following: 1) establish parameters in reference to the time frame for beginning a grievance and

illustrate that time frame from the beginning of a grievance all the way through to the end of the grievance,

and 2) take into consideration what the definition of a “day” is and what affect holidays, breaks, and

vacations have upon that definition.