

COLLEGE OF AGRICULTURE AND FOOD SCIENCES STUDENT GRIEVANCE PROCEDURE

INTRODUCTION

This document contains procedures for resolving student academic grievances which may originate in the College of Agriculture and Food Sciences, Florida A&M University.

STUDENT GRIEVANCE PROCEDURES

Definition - A grievance is a dissatisfaction that results when a student feels that an action by another student or a representative of the College of Agriculture and Food Sciences is unjust, inequitable, or punitive. In other words, the actions violated the university's expected standards. This document aims to provide an aggrieved student with the necessary procedural guidelines to process any academic grievance. The student must file the grievance within one year of the action that created the grievance (*for example*: If dissatisfaction occurs during the spring semester: the student must file no later than the following spring semester). Due to the gravity of the student grievance process and to maintain its integrity, all parties must adhere to the time constraints delineated unless extenuating circumstances dictate otherwise.

INITIATION OF COMPLAINT

Step 1

The student must meet with the individuals(s) concerned (i.e., instructor, administrator, advisor, or other student or students) to discuss the grievance and attempt to resolve the issues. For each meeting, a copy of the Record of Action Taken Form (Appendix 1), which documents the meeting proceedings, must be completed, signed, and dated by both parties. If the student remains dissatisfied, the student may proceed to Step 2.

Step 2

The student must meet with the individual(s) concerned and the appropriate Advisor /Area Coordinator / Program Leader to attempt the resolution of the grievance. This meeting must be requested by the student in writing and submitted to the appropriate Advisor /Area Coordinator / Program Leader within seven (7) business days of the Step 1 meeting. Within seven (7) business days from the receipt of the student's written request, the appropriate Advisor /Area Coordinator /Program Leader must contact the other individual(s) concerned, schedule, and convene this meeting. A copy of the Record of Action Form (Appendix 1) must be completed, signed, and dated by all parties. If the student remains dissatisfied, the student may proceed to Step 3.

Step 3

The student must file a written request with the Associate Dean for Academic Programs within seven (7) business days of the end of the Step 2 meeting, asking for a meeting with the student, the individual(s) concerned, the appropriate Advisor/Area Coordinator, and the Associate Dean. The Associate Dean shall contact all parties concerned and convene this meeting within seven (7) business days of receiving the request for such a meeting. A copy of the Record of Action Taken Form (Appendix 1) must be completed, signed, and dated by all parties present. If the student is still dissatisfied at this stage, the student may proceed to Step 4.

Step 4

The student must, in writing, petition the Dean of the College of Agriculture and Food Sciences for a hearing with the Grievance Committee of the College of Agriculture and Food Sciences. This petition must be submitted within seven (7) business days of the Step 3 meeting and filed with the Dean's Office.

Upon receipt of the petition, the Dean shall submit the student's complete grievance package to the CAFS Grievance Committee to hear the complaint. The hearing shall take place within fourteen (14) business days of the date that the request for such a hearing was received.

Step 5

The Chairperson of the Grievance Committee shall send to the individuals concerned a copy of the complaint(s) or allegation(s) together with written notice of the date, time, and place of the hearing. Emailing is acceptable with return receipt, "read" notification, etc.

Step 6 – The Hearing

- A. Opening Statement - Each party shall be allowed to make an opening statement.
- B. Power of the Grievance Committee - The CAFS Grievance Committee may call and examine witnesses, direct the production of papers or other documents, and introduce documentary or other evidence.
- C. Rulings - All rulings and determinations of the CAFS Grievance Committee shall be by a majority of the committee members, and all hearings shall be conducted in a manner to ensure that the fundamental fairness to all parties is reflected in the rulings.
- D. Rights of Parties - The Chairperson of the CAFS Grievance Committee may choose to have the proceedings of the hearing recorded either by tape recorder or by written documentation by a CAFS employee appointed by the Dean or Associate Dean for Academic Programs. No recordings of proceedings will be permitted other than for the official record of the CAFS Grievance Committee.

Step 7 - Report of Findings

- A. Written Report and Recommendation** – After the hearing, the CAFS Grievance Committee shall submit its findings of fact and recommendation for action(s) to be taken. The CAFS Grievance Committee shall also submit a copy of the complaint, and the Official Record of the Proceedings to the CAFS Dean and Associate Dean for Academic Programs.
- B. Actions Taken** - Upon receipt of a written report from the CAFS Grievance Committee, the Dean of the College of Agriculture and Food Sciences shall promptly review the findings. Within seven (7) days of receiving the review, the Dean shall send to each party, a copy of the grievance committee's written report and recommendations as well as the Dean's decision and the action that will be taken. and the action that will be taken.

APPENDIX 1

Florida Agricultural and Mechanical University
College of Agriculture and Food Sciences

RECORD OF ACTION TAKEN FORM

STEP NO. _____ Meeting Date: _____ Start time: _____ End time: _____

Place of Meeting: _____ Faculty involved _____

Student Name: _____ Student ID number: _____

Summary of Grievance: _____

Requested Resolution: _____

Action(s) Taken as a result of this meeting: _____

Signatures of Meeting Participants confirming the actions taken as a result of the meeting

The action taken above _____ DID _____ DID NOT RESOLVE MY GRIEVANCE.

Signature of Student

Date

Deadline Date for filing the Next Step.: _____