

Compilation of Grievance Procedures Relevant to FST for Graduate Students

Links are included to always be connected to the most updated information, though clips from those links are included here for easy reading.

From the [FST Graduate Student Handbook](#):

VII. Academic standing

C. Conflict Resolution

If a student experiences problems or conflicts related to their graduate program, the student is advised to meet and discuss the issue with the advisor. If this does not resolve the conflict, students should then meet and discuss the issue with the Graduate Studies Chair. If the matter relates to satisfactory academic progress, the student's advisory committee may be asked for additional input.

XII. Graduate associates

G. Grievance procedures are handled as stated in the Graduate School Handbook.

From the [FST POA](#):

XV Grievance Procedures

From the [Graduate School Handbook](#):

[Grievance Procedures](#)

SECTION 9.5

It is generally preferable for problems related to GA appointments to be settled at the local level. Regular, clear communication between GAs and their advisors and supervisors is key to establishing and maintaining an effective work environment. However, if talking to an advisor or immediate supervisor does not resolve a problem or potential grievance, GAs are encouraged to consult Graduate Program Handbooks and other materials provided by the appointing unit to ascertain grievance guidelines that may be in place. Graduate Studies Committee Chairs and heads of appointing units can also provide information about such program guidelines. If resolution of the issue cannot be mediated locally, Graduate Studies Chairs should request assistance from the department, the college, and the Graduate School. The staff of the Graduate School is also available to provide consultation with graduate students about problems or potential grievances. There may be instances in which recourse to these persons does not provide resolution. The Graduate Council has established grievance procedures (see [Appendix D](#)).

[Appendix D](#)

[D.1 Overview](#)

The Graduate School is specifically authorized by the graduate faculty and Graduate Council to review grievances related to graduate examinations and graduate associate appointments. The purpose of this document is to outline the process for the systematic review of grievances filed by graduate students related to graduate examinations and graduate associate appointments. The aim of the guidelines is to ensure that a graduate student who is unable to resolve a dispute over a graduate examination or a GA appointment locally has access to a review by a

knowledgeable group of neutral faculty and graduate students who are not associated with the student's graduate program or appointing unit or who in any other way have a conflict of interest.

Graduate programs should have local procedures for resolving grievances, such as discussions with an advisor, supervisor, Graduate Studies Committee Chair, department chair, or college dean. Graduate associates should also consult their Recruit-to-Hire and Period Activity Pay documents.

The Graduate School is occasionally called upon to address a complaint by a graduate student related to other academic matters. The Graduate School becomes involved in such matters only after all reasonable local efforts to resolve the problem have failed. In accordance with university policy, complaints of harassment, sexual or otherwise, and allegations of scholarly misconduct are directed to the appropriate offices authorized to address them. Complaints involving discrimination, harassment or sexual misconduct are reported to the [Office of Institutional Equity](#), while allegations of scholarly misconduct are reported to the [Committee on Academic Misconduct](#) or the [Office of Research Compliance](#). Workplace complaints may be reported to [Employee and Labor Relations](#) or via the university's [Anonymous Reporting Line](#).

D.2. Procedures

When the dean or associate dean of the Graduate School receives a petition for the review of a grievance related either to a graduate examination or to a graduate associate appointment, the dean or associate dean will determine first that all viable options for resolution of the problem at the local graduate program or individual appointing unit level have been exhausted. If such a resolution is not achieved, the dean or associate dean will review the petition and determine if the matter should be referred to the chair of the Graduate School Grievance Committee.

Upon receipt of such a request from the dean, the Graduate School Grievance Committee will conduct, expeditiously, a hearing for the review of the grievance. The Graduate School grievance committee will consist of the following members:

- Three graduate faculty members of Graduate Council (voting).
- Two graduate student members of Graduate Council (voting).
- An associate or assistant dean of the Graduate School (nonvoting), who will serve as chair of the Grievance Committee. In the event of a tie vote, the chair casts the deciding vote.
- In cases where any of the individuals serving in these roles have a conflict of interest or perceived conflict of interest, substitutions will be permitted with the permission of the dean of the Graduate School.

The chair of the Grievance Committee will convene the hearing. Faculty members or graduate students who are members of the graduate program(s) involved are disqualified from sitting on the grievance committee.

At least one week prior to the hearing, the chair of the Grievance Committee will provide the materials listed below to all members of the Grievance Committee and to all parties to the grievance, depending on the nature of the grievance:

- A letter detailing the nature of the grievance and establishing the time, location, and expected duration of the hearing.
- A copy of these guidelines.
- A copy of the complainant's letter to the dean.

Each party is expected to attend the hearing in person to present his or her case and may call witnesses in his or her behalf. A party unable to attend the hearing may submit a written statement.

Parties are defined as follows:

1. Graduate Examination Grievance: a) the student, and b) the members of the examination committee, including the graduate faculty representative (doctoral-level examinations only).
2. Graduate Associate Grievance: a) the student, and b) the student's GA supervisor and/or head of the GA appointing unit.

Additional persons who may attend the hearing include the Graduate Studies Committee Chair of the student's graduate program and resource personnel from the Graduate School.

The parties may submit written statements related to the charges. Such documents must be received no later than three working days prior to the scheduled date of the hearing. All materials so submitted will be shared with all parties and the grievance committee members on a confidential basis.

Notice must be given to the Graduate School at least one week prior to the hearing if any of the parties is to be accompanied by witnesses and/or legal counsel.

D.3 Conduct of Hearing

At the beginning of the hearing, the chair will outline the procedures to be followed in the hearing:

- The chair shall allocate a specific amount of time to each party to state his or her case.
- Members of the Grievance Committee shall be present during the entire testimony portion of the hearing.
- Parties to the grievance are expected to be present to hear and participate in the entire testimony portion of the hearing.
- Legal counsel, if present, may not participate in the hearing. Involvement of legal counsel will be limited to consultation with the client, who answers all questions directed to the student.
- Witnesses, if called by either party, may attend only the portion of the hearing directly related to their testimony.

The testimony presented at the hearing will be recorded on audiotape. A party to a grievance may request a copy of the tape.

Committee members may ask questions to obtain a full understanding of the case.

At the conclusion of the testimony portion, all persons attending the hearing are excused except for the Grievance Committee members and the Graduate School personnel. The parties to the hearing will be asked to wait in a designated location outside the hearing room until freed to leave by the chair.

D.4 Hearing and Committee Decision

The decision of the Grievance Committee is reached in closed session, with only the hearing committee members and the Graduate School personnel present.

All members of the Grievance Committee vote on the outcome. The Graduate School personnel, including the associate dean who serves as the chair, may participate in the discussion and decision, but they do not vote (except when the chair votes to break a tie vote).

- The Grievance Committee will decide on the basis of a simple majority as follows:
- The Grievance Committee shall decide whether the master's examination, candidacy examination, or final oral examination was conducted in conformity with Graduate School rules and those of the local graduate program.
- The Grievance Committee shall decide whether actions taken with respect to a graduate associate appointment were in conformance with the rules of the appointing unit and the Graduate School. As stipulated in the Graduate School Handbook, the appointing unit is required to develop, publish, and make available its graduate associate rules.
- The chair of the Grievance Committee will report the committee's finding in writing to the Dean or Associate Dean of the Graduate School.
- If the Grievance Committee finds that a violation of Graduate School rules or other violation has occurred, the chair of the committee will also communicate a recommended resolution.
- The Dean of the Graduate School shall make the final decision regarding the grievance and the recommendation of the Grievance Committee and shall notify all the participants in the proceeding. There are no avenues to appeal the Dean of the Graduate School's final decision.

Other University Resources

These resources can be accessed directly without first contacting the advisor and/or Graduate Studies Chair

Complaints involving discrimination, harassment, or sexual misconduct: <https://equity.osu.edu/>

Confidential support for sexual misconduct: <https://titleix.osu.edu/navigation/get-help/confidential-support.html>

Allegations of scholarly misconduct:

- Academic integrity and misconduct: <https://oaa.osu.edu/academic-integrity-and-misconduct>

- Office of research compliance: <https://research.osu.edu/about-us/administration-and-units/office-research-compliance>

Workplace complaints (HR): <https://hr.osu.edu/services/elr/>

OSU's Anonymous reporting line: <http://www.ohio-state.ethicspoint.com/>

Student advocacy center: <https://advocacy.osu.edu/>

Student Life Disability Services grievance procedures: <https://slds.osu.edu/about-us/policies/grievance-procedure/>

Student conduct complaints: <https://studentconduct.osu.edu/for-faculty-and-staff/filing-a-complaint>

Grade grievances: <https://advocacy.osu.edu/academics/grade-grievance>

Graduate and professional student ombudsperson: The graduate and professional student (GPS) ombudsperson is an independent, confidential*, neutral, and informal resource for all graduate and professional students for resolving issues and conflicts, and for exploring options and making important decisions. The current graduate student ombudsperson is Dr. Rebeka Campos-Astorkiza (gradombuds@osu.edu) <https://ombuds.osu.edu/grad-ombuds>

* Please note that, while the ombudsperson provides confidential support resources for a wide variety of issues, the ombudsperson has reporting obligations with the Office of Institutional Equity related to sexual misconduct and discrimination complaints. Thus, while the ombudsperson will discuss concerns in these areas with sensitivity and keep your information as private as possible, confidentiality cannot be guaranteed. For confidential resources for concern in these areas, please contact a [confidential counselor](#).