



An aggrieved student shall prepare, alone or with assistance from the president of student government, a written grievance petition with the student's name and rocket number, specifying the action that the student believes to have been improper, the instructor, the course number, the section, and semester, and any other information needed to explain the circumstances. The petition shall be dated and signed by the student and sent, directly or

through the president of student government, to the chair of the student grievance council. The petition may be supplemented by other documents and/or personal testimony.

- (3) The chair of the student grievance council shall supply copies of the grievance petition to members of the council, the faculty member whose action the student has questioned, the chair of the faculty member's department, and the dean of the college. Any member of the council who has a conflict of interest in a particular case shall be disqualified from council deliberations and action on that case. The faculty senate has provided for the selection of an alternate faculty member and an alternate student member to serve in the absence of regular members.
- (4) The council shall request the faculty member to reply to the council within a 10-school-day period with a written statement concerning the action referred to in the grievance petition. The statement may be supplemented by other documents and/o

- iii. No member may serve more than two consecutive full terms on the Council.
 - iv. If any member has a conflict of interest in a particular grievance case, the member shall be recused and an alternate faculty or student member shall be immediately selected by the appointing body to serve in his or her absence for that particular case.
- (d) Annual selection: Appointments will be made at the beginning of the fall term except for appointments to fill vacancies. All vacancies will be filled as soon as possible by the appointing body.
- (e) Initial meeting: The initial meeting of the Council shall address the following items:
- i. Election of a Student Grievance Council Chairperson from among the faculty members of the council.
 - ii. Selection of two faculty and two student members to serve on the Athletic Review Panel.
 - iii. Review of any grievances received by the previous Council chair since the Council met last.
- (f) Following the meeting, notification of the new chairperson of the Student Grievance Council shall be communicated to the Deans of each College with undergraduate programs, and the President of Student Senate