

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES**

**Agenda Item Summary Sheet**

**Committee:** Educational Policy

**Date of Meeting:** December 6, 2005

**Agenda Item:** Proposed Amendment to Policy 3.8 Student Grievance (Second Reading)

Proposed  
Policy Action

Approvals  
Required by  
Policy

Other  
Approvals

Monitoring

Information

**Cite policy requirement, or explain why item is on the Board agenda:**

This item is a second reading policy document.

**Scheduled Presenter(s):**

Linda L. Baer, Senior Vice Chancellor for Academic and Student Affairs (Mike López)

**Outline of Key Points/Policy Issues:**

The proposed amendment streamlines language by deleting procedural guidelines, which now appear in a proposed procedure 3.8.1. Language is added to the policy to clarify that grade appeals are not to be handled through the grievance policy.

**Background Information:**

Policy 3.8 was developed prior to merger with no subsequent amendments. Policy 1A.1, Part 6, Subpart H. Periodic Review requires that policies be reviewed at least once every three years. Policy revisions and a procedure need were proposed by a Student Conduct Task Force during the past winter. The proposed policy revision and procedure were sent out for review and comment on September 2, 2005 and October 27, 2005. Comments were reviewed and considered for inclusion in the proposed policy.

**BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES  
*ACTION ITEM***

Proposed Amendment to Policy 3.8 Student Grievance

1 **INTRODUCTION**

2  
3 The Office of the Chancellor is submitting an amendment to Policy 3.8 Student Grievance.  
4

5 **BACKGROUND**

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7 This policy was developed prior to merger and incorporated previously existing system policies. No  
8 subsequent amendments have been made. The proposed amendment authorizes the development of a  
9 new procedure 3.8.1 and moves procedural language into that newly created procedure. The  
10 proposed procedure adds clarifying language and deletes unnecessary language. Additionally, the  
11 proposed procedure authorizes the chancellor to be the final decision maker in cases alleging  
12 violation of system policy or procedure.  
13

14 **CONSULTATION**

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16 Consultation has occurred as follows:

- 17 • System-wide cross functional Student Conduct Policy Task Force met during Spring  
18 semester, 2005.
- 19 • Reviewed policy amendment with chief student affairs officers at their meeting in May,  
20 2005.
- 21 • Review and comment requested on the proposed procedure action from faculty, students,  
22 administrators, staff, statewide student associations, statewide faculty associations and other  
23 employee association groups through this system-wide constituent mailing, dated 9/2/05;  
24 10/27/05.
- 25 • Reviewed extensively with student associations' leadership.
- 26 • Reviewed with the Academic and Student Affairs Policy Council - 9/13/05; 11/15/05.
- 27 • Reviewed at MSCF Meet and Confer - 9/15/05.
- 28 • Reviewed at IFO Meet and Confer - 9/30/05; 11/18/05.
- 29 • Reviewed with Leadership Council - 10/11/05; Planned for review on 12/5/05.
- 30 • Reviewed at MSUAASF Meet and Confer - 10/7/05.

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32 **RECOMMENDED COMMITTEE ACTION**

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34 The Educational Policy Committee recommends that the Board of Trustees adopt the following  
35 motion:  
36

37 **RECOMMENDED MOTION**

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39 The Board of Trustees approves the proposed amendment to Policy 3.8 Student Grievance.

**BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

*Second Reading*

|                                 |
|---------------------------------|
| <b>BOARD POLICY</b>             |
| Chapter 3. EDUCATIONAL POLICIES |
| Section 8. STUDENT GRIEVANCE    |

1 **Policy 3.8 Student Complaints and Grievances**

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3 **Part 1. Definitions.**

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5 *Appeal:* ~~A request for reconsideration of a grievance application of a policy or procedure.~~

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7 *Complaint:* ~~An oral claim by a student alleging improper, unfair, arbitrary or discriminatory treatment.~~

8  
9 *Grievance:* ~~A written claim raised by a student, alleging improper, unfair, arbitrary, or discriminatory~~  
10 ~~action by an employee involving the application of a specific provision of a college or university~~  
11 ~~rule/regulation or a board policy or procedure.~~

12  
13 *Retaliation:* ~~Retribution of any kind taken against a student for participating in a complaint or grievance.~~

14  
15 *Student:* ~~An individual student, a group of students, or the student government.~~

16  
17 **Part 2. General Statement of Policy.** A student has the right to seek a remedy for a dispute or  
18 disagreement through a designated complaint or grievance procedure. Each college and university shall  
19 establish procedures, in consultation with student representatives and others, for handling complaints and  
20 grievances. These procedures shall not substitute for other grievance procedures specific in board,  
21 college, or university policies or procedures, regulations or negotiated agreements. This policy does not  
22 apply to academic grade disputes. Grade appeals must be handled under a separate college/university  
23 academic policy. Students should use available informal means to have decisions reconsidered before  
24 filing a complaint or grievance. No retaliation of any kind shall be taken against a student for participation  
25 in a complaint or grievance. These procedures shall also protect data privacy rights.

26  
27 **Part 2. Procedures.** The chancellor shall establish procedures to implement this policy. The student  
28 grievance policy and procedures of colleges and universities shall comply with Policy 3.8 and Procedure  
29 3.8.1.

30  
31 **Part 3. Notification and Publication.**

32  
33 ~~Each college and university shall inform students of the established complaints and grievances~~  
34 ~~procedures. These procedures should be publicized to students at least annually and include information~~  
35 ~~for students about how and where to obtain grievance forms.~~

1 **Part 4. Complaints.**

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3 A student may complain concerning any college or university issue, and discuss it with the appropriate  
4 employee(s), and/or administrator(s) as established by college or university procedure. A complaint may  
5 constitute a grievance, if not resolved, and if the complaint falls within the definition of a grievance.  
6

7 **Part 5. Grievances.**

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9 **Subpart A. Timeframe.** The college or university shall develop and publish a timeframe that  
10 establishes reasonable time requirements for each step of the process.  
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12 **Subpart B. Submit grievances in writing.** All grievances must be submitted in writing. The college  
13 or university shall develop a grievance form which will provide an explanation of the grievance step  
14 procedures and timelines.  
15

16 **Subpart C. Appeals.**

- 17  
18 1. The grievance procedure shall include an opportunity to appeal a grievance decision. The  
19 individual to whom an appeal is directed should be identified by the college or university for  
20 the issue(s) in question.  
21 2. If the grievance involves a college or university rule or regulation, a student may appeal an  
22 official grievance through procedural steps up to the president or designee. The decision of  
23 the president or designee is final and binding.  
24 3. If the grievance involves a board policy or the actions of a college or university president, a  
25 student may further appeal the college or university decision through the chancellor to the  
26 board. The decision of the board is final and binding.

*Date of Implementation: 7/01/95,*

*Date of Adoption: 6/20/95,*

*Date & Subject of Revisions:*