



Winona State University

Student Grievance Procedure

1. **PURPOSE:** To describe the method of processing a student grievance. This procedure shall not substitute for other grievance procedures specified in Minnesota State Colleges and Universities (MnSCU) Board policies, Winona State University policies and regulations, or negotiated agreements.

2. **DEFINITIONS:**
 - A. Grievance - A written claim raised by a student, alleging improper, unfair, arbitrary, or discriminatory action by an employee involving the application of a specific provision of a university rule/regulation or a MnSCU board policy or procedure.

 - B. Complaint – An oral claim by a student alleging improper, unfair or arbitrary treatment.

 - C. Appeal – A request for reconsideration of a grievance application of a policy or procedure.

 - D. Retaliation – Retribution of any kind taken against a student for participating in a complaint or grievance.

 - E. Student – An individual student, a group of students, or the student government.

3. **PROCEDURE :**
 - A. STEP I – When a student has a complaint/grievance, s/he shall first meet on an informal basis with the faculty, staff member, or university administrator directly involved in the dispute in an attempt to resolve the complaint/grievance.

 - B. STEP II – When a student has a complaint/grievance which remains unresolved after consultation with the faculty member, staff member, or university administrator directly involved in the dispute, s/he shall file a written account of his/her grievance with the appropriate academic dean in cases where the dispute involves teaching faculty, or the appropriate supervisor in cases where the dispute involves other university employees.

This notification shall contain a statement indicating the intention of the party to proceed with the grievance, and the relief requested. The academic dean, appropriate supervisor, or designee, shall respond in writing to the student(s) within fourteen (14) days of receipt of the written, signed notice of grievance.

 - C. **STEP III** - If the grievance is not resolved at the Step II meeting, the student(s) may appeal to the vice president for that area. The vice president shall consider the appeal and make a decision. The VP shall respond in writing to the student within

Regulation 4-2

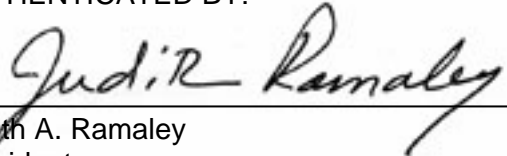
fourteen (14) days of receipt of the written, signed notice of appeal. The decision of the vice president is final and binding

4. GENERAL STATEMENT of POLICY

A student has the right to seek a remedy for a dispute or disagreement. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance.

This WSU Regulation supersedes WSU Regulation 4-2 dated August 18, 1988.

AUTHENTICATED BY:



Judith A. Ramaley
President

August 13, 2007

Date of Adoption

Authoritative References:

[MnSCU Policy 3.8, Student Complaints and Grievances](#)

[MnSCU Procedure 3.8.1, Student Complaints and Grievances](#)

President

Initial Date of Adoption: 8/18/88

Dates of Revisions: 8/13/07