

## **Grievance Policy and Procedures ☐ Student Code of Conduct**

Any issue that negatively impacts campus community members is taken seriously by SOU. Please contact the Student Affairs office at 541-552-6223 to schedule an appointment with Dean of Students, the designated student grievance officer, who is responsible to assist in the resolution of grievances.

The Oregon Administrative Rules for the Student Code of Conduct cover the two types of non-grade grievances: discrimination and non-discrimination. Copies of this grievance policy and procedures may be found in hard copy in the Office of Student Affairs (Stevenson Union 322) or on the web as Oregon Administrative Rule 573-075-0100 through 573-075-0110:

[http://arcweb.sos.state.or.us/rules/OARS\\_500/OAR\\_573/573\\_075.html](http://arcweb.sos.state.or.us/rules/OARS_500/OAR_573/573_075.html).

For information on grading grievances, please go to the Academic Standards / Grading Grievance Policy located on the SOU Policies web site at: [OAR 573-095 Academic Standards/Grading Grievance Policy](#).

Discrimination grievances must be filed within 180 days of the incident with the University grievance officer for students. The grievance officer will consult the student to determine possible avenues of resolution, including pursuing the formal grievance process. Non-discrimination grievance complaints must be filed within thirty (30) days following the incident unless an exception is granted, as defined in OAR 573-075-0100. If the student wishes to pursue informal resolution of the grievance, the student will speak to the student/faculty/or administrator with whom s/he has the complaint. If the results are not satisfactory, the student will take the complaint to that person's supervisor (or department head). If not satisfied, and the complaint is with a faculty member, the complaint will next be addressed by the dean of that school. All reasonable attempts to resolve the complaint will be made. The grievance officer for students, the Dean of Students, will be consulted to determine possible avenues of resolution, including initiation of the formal grievance process. If the student wishes to file a formal grievance, s/he may do so at any time in the process. S/he must file a written complaint on the form which is available in the Office of Student Affairs. The student grievance officer, the Dean of Students will give a copy of the complaint to the department chair, who in turn will give a copy to the involved. The grievance will be heard within fourteen (14) days, with the student and faculty receiving notice of the hearing at least seven (7) days in advance. If there is no appropriate standing committee, the grievance officer will call together a grievance committee. Appropriate standing committees include: Academic Standards Committee, Business Services Student Appeals Committee, Family Housing Advisory Committee, Financial Aid and Awards Committee, Housing Policy Committee, Student Affairs Committee. The student, in consultation with the grievance officer, will decide which committee is appropriate.