

Student Grievance Procedure

Articles I, IV, V, VI, and VII below shall be applicable to all of the schools of New York University. Article II and Article III shall also be applicable to each school unless and until a school adopts and files with the Secretary's Office procedures for the equivalent stages. To ensure compliance with the law and integration with the final appeal level, the procedures adopted by a school shall meet the following requirements:

- a. Any written document required by the procedures shall be filed with the Office of the Executive Assistant to the President, and the procedures shall provide that information regarding grievance procedures can be obtained there.
- b. Each decision level shall render a decision to the grievant within fifteen (15) working days of the day when the matter was referred to that level, and the decision of the highest decision level shall be in writing.
- c. A grievant shall provide the school's highest decision body, if he or she appeals to it, with a written complaint. The complaint shall state the written policy of the school or University that has allegedly been violated, describe the facts and evidence supporting the alleged violations, indicate what redress the grievant seeks, and provide a brief history of the attempts to resolve the grievance.
- d. Every publication of the school's grievance procedures shall include this document.

I. Coverage.

These grievance procedures are available to any New York University student to resolve any grievance involving an alleged violation directly affecting that student, by any member of the University community while acting in an official capacity, of any of the written policies of the University or the school in which the student is enrolled.

II. Informal Resolution.

Students wishing to grieve an alleged violation of the University's policies shall first contact, within twenty (20) working days of any occurrence giving rise to the grievance or the time they could reasonably have learned of such occurrence, the person responsible for the matter being grieved (the respondent) and attempt to resolve the grievance informally. Students uncertain about how to proceed may consult the Office of the Executive Assistant to the President who shall identify the appropriate person.

At the request of the grievant or respondent, the ombudsperson in the school in which the student is enrolled (if there is one, otherwise the Executive Assistant to the President) shall arrange for a meeting of the parties, attend such meeting(s), and attempt to aid in the resolution of the grievance.

III. Formal Complaint.

If the grievance is not resolved informally within fifteen (15) working days after the grievant contacted directly the appropriate person to attempt an informal resolution, a student may obtain review by submitting a written complaint within twenty (20) working days of the first direct contact to the Office of the Executive Assistant to the President, the respondent, and the appropriate University appeal officer. The complaint shall state the University policy that allegedly has been violated, describe the facts and evidence supporting the alleged violation, indicate what redress the grievant seeks, and provide a brief history of the attempts to resolve the grievance. The appeal officer, if the grievance arises out of a program or educational activity within a school, shall be the Dean of that school. Otherwise, the appeal officer shall be the highest-ranking University officer other

than the President responsible for the subject matter of the grievance. This will generally be the Vice President for Administration, External Affairs, Finance, or Student Affairs, but students in doubt should consult the Office of the Executive Assistant to the President, which shall determine the appropriate appeal officer.

The appeal officer shall meet with the complainant and with such other persons as he or she shall deem appropriate for the purpose of ascertaining the facts and attempting to resolve the complaint; the appeal officer shall render a written decision on the merits to the grievant, the respondent, and the Office of the Executive Assistant to the President.

IV. University Judicial Board.

The University Judicial Board is a standing committee of the University Senate. The Board consists of twenty-one members all of whom are members of the Senate including six students who are chosen by the Student Senators Council; six faculty members who are chosen by the Faculty Senators Council; six Deans who are chosen by the Deans Council; and three members chosen by the Administrative Management Council. Any case referred to the Board shall be heard and decided by a four-person panel consisting of one Senator from each constituency. Student and respondent may appeal the decision of the appeal officer, or the highest decision provided for by the school in which the student is enrolled, within ten (10) working days of receiving it, by submitting the decision and the complaint to the chairperson of the University Judicial Board.

The University Judicial Board may dismiss the complaint without a hearing if it determines that there would be no violation of University policy even if the facts alleged by the grievant were true. It shall conduct such proceeding as it deems appropriate, provided that

- a. It shall not consider any matters not included in the written complaint. If the committee feels the grievant did not have access to the facts necessary to make his complaint complete when first submitted, the panel of the University Judicial Board may allow the grievant to submit an amended complaint.
- b. Both parties shall have access to all documents submitted to the committee and shall have the right to question all witnesses.
- c. It shall not hold public sessions unless both parties and a majority of the panel's members agree to do so, and shall not do so without all members present.
- d. The grievant may be accompanied by another person before the committee.

The Review Board shall render a written decision within thirty (30) working days of the day it was designated, with copies to the grievant, the respondent, the Office of the Executive Assistant to the President, and the President. The decision shall include findings of fact, a statement of the policy that is alleged to have been violated, an opinion on the validity of the grievance and, if appropriate, remedial recommendations.

V. Final Review by the President.

Any part of the University Judicial Board's decision which calls for redress for the grievant shall be subject to review and change by the President. The President shall act on the remedial recommendations, if any, of the Judicial Board within fifteen (15) working days of receiving the decision.

The President's decision as to the appropriate remedy and whether the Judicial Board has accurately determined University policy shall be in writing and final, and copies shall be sent to the grievant, the respondent, the chairperson of the University Judicial Board, and the Office of the Executive Assistant to the President.

VI. Time Limits.

The Office of the Executive Assistant to the President may grant extensions of the time limits under this grievance procedure of up to ten (10) working days.

VII. Record-keeping.

The Office of the Executive Assistant to the President shall retain a copy of the complaint, any amended complaint, any decision of the hearing committee, and any decision of the President for five full calendar years following the year in which the grievance is resolved.