Department of Child and Family Studies
Student Grievance Process

The right of each student to appeal decisions of, or file a grievance with, the academic unit is affirmed and departmentally specified grievance procedures are hereby established to ensure timely and appropriate consideration of each grievance.

Students are strongly encouraged to discuss their grievance directly with the faculty member involved whenever appropriate. CFS faculty members are invested in student success and willing to work with students to find appropriate solutions to problems.

The Department of Child and Family Studies Grievance Process has four steps:

STEP 1: Department Level
The Department Chair receives a written signed letter from the student within ten (10) working days of the incident underlying the grievance that states the nature of the student’s complaint. The Chair then reviews the pertinent materials/records associated with the complaint, meets with the student and faculty if appropriate, and resolution of the grievance is sought at the department level.

STEP 2: Dean of the College Level
An appeal of the departmental decision must be made in writing within ten (10) working days to the Dean of the College of Education and Psychology. The Dean will review the appeal and render a written decision on the appeal.

STEP 3: Provost Level
Should the student desire to make further appeal, the written appeal should be sent within ten (10) working days to the Provost. The Provost will review all appeal materials and render a written decision on the appeal.

STEP 4: President Level
If the student is not satisfied with the decision of the Provost, he or she may appeal to the President of the University in writing. The President will render a final written decision on the appeal.