

amend an educational record.

Definitions.

Complainant: one who has a grievance or complaint within the scope of this procedure.

Respondent: one against whom a grievance is asserted.

Days: Calendar days.

Faculty: all persons, whether full or part-time, who are responsible for, assist in, or administer the instructional program. (See Sec. 2.1 of the *Faculty Handbook* for a complete definition.)

Staff: employees of Murray State University in non-teaching activities of various types in support of the educational, research, and service programs of the University. (See Sec. II.A of the *MSU Personnel Policies and Procedures Manual* for a complete definition.)

Grievance: an allegation by a student of improper treatment of that student or of violation, misinterpretation, or improper application of existing policies, rules, regulations, practices, and/or procedures which the student believes to be unfair, inequitable, or a hindrance to that student's effective performance. The term "grievance" shall also include an allegation by a student that the student's educational record(s) contain information which is inaccurate, misleading or in violation of the student's rights of privacy, hereinafter referred to as a "Records Challenge". In regards to a Records Challenge, the student shall request in the grievance that said records be amended.

Disputes which are addressed in University, College, and Departmental policies or procedures should be resolved under those provisions and will not be considered under these procedures. For instance, disputes

Charters, and procedures addressed in 5.5(n F6dniversity)-T21.8569 TD.00058c.0008Tw[Cpolic7.95()-7.64(),4.8"Reporting
cedures," and grievances related to student employment are handled
Grievance Procedures published in the *Student Employment Handbook*.
directed to the Associate Vice President of Student Affairs.

complaint, response, appeal, notice, or other document which is to be
submitted to the employee designated and must be submitted by
document should be submitted electronically by, for example, email.
timely if it is postmarked within the time period for submitting the

Records Challenge) as provided in Step 3 must be initiated within forty-
aged incident giving rise to the grievance. Any special circumstances
on set forth above will be considered and evaluated by the

Procedures.

Step 1. Before a formal grievance may be filed, th

Once the review is finished, a report will be prepared by the Academic Dean or Director and distributed to the Complainant and Respondent. The report will review the allegations in the complaint and any response and the factual findings from the review. The report will be based on assertions and allegations to which the parties have had the opportunity to respond. The report will also state the Dean/Director's conclusions as to whether the complaint is valid. If the complaint is supported, the Dean/Director will determine the relief, if any, to be provided to the Complainant. In the event of a Records Challenge, should the report determine that the student's record(s) should not be amended, the report shall include information in regard to the student's right to a hearing.

Step 6. If the report of the Dean or Director is unsatisfactory to either party, that party may appeal to the Vice President of the area in which the Respondent is employed. That party will have 7 days from the time the report is hand delivered or 10 days from the date the report is mailed to submit an appeal.

The appeal will be instituted by the appealing party's presenting to the Vice President a detailed written statement of the grounds for appeal; the party appealing will also provide the Vice President with a copy of the decision from the Dean/Director. In the even

In the event of a hearing on a Records Challenge, if it is determined that the information contained in the student's educational record is inaccurate, misleading or in violation of the privacy rights of the student, the record(s) in question shall be ordered to be amended accordingly and the student shall be notified of same in writing. If, as a result of the hearing in a Records Challenge it is determined that the information contained in the educational record is not inaccurate, misleading or in violation of the privacy rights of the student, the student shall be notified of same in writing along with information advising the student that he/she has the right to place a statement in the record commenting on the contested information in the record or stating why the student disagrees with the decision. In such event, the statement by the student shall be maintained with the contested record(s) for as long as the record(s) are maintained and shall be disclosed whenever the portion of the student's record(s) to which the statement relates is disclosed.

General

In the event the applicable Dean or Director is the Respondent, the Complainant should notify the applicable Vice President at the completion of Step 1 and the Vice President will appoint an individual to fulfill the functions of that Dean/Director under these procedures. The matter will then proceed to Step 3.

In the event the applicable Vice President is the Respondent, the Complainant will notify the Office of the President after Step 1. The President will appoint individuals to perform the function of both the Dean/Director and Vice President. The matter will then proceed to Step 3.

In the event the Respondent is employed in an area which is not overseen by a Vice President, the President, upon written notice from the Complainant, will appoint an individual who will perform the duties and functions of a Vice President with respect to the complaint.

The parties may have an advisor, including an attorney. Advisors will not participate in any reviews or meetings. Exception: In the event of a hearing