

**CURRICULUM TRACKING**

**Academic Year 2003-04**

Curric. & Sched. No.	Course Prefix	Course Number	New Course #	Course/Program Title	Form(s)	Type Action	Proposal Originator	Rec'd by Curr. & Sched.	C&S Sent to Senate	AS Sent to UCC	U Ac
1	ANTH	470		Community Ethnobotany	C	New	Bonnie Bade	4/22/03	11/17/03	11/17/03	App
2	BA	630		Project Management and Proposal Development	D	Deletion	Troy Nielson	9/8/03	11/17/03	11/17/03	App
3	BA	643		Corporate Finance	D	Deletion	Troy Nielson	9/8/03	11/17/03	11/17/03	App
4	BA	680		Master's Project	C-2	Change	Troy Nielson	5/23/03	11/17/03	11/17/03	App
9	BIOL	363		Principles of Conservation Biology	C	New	Tracey Brown	4/22/03	11/17/03	11/17/03	App
10	BIOL	378		Vertebrate Biology	C	New	Tracey Brown	5/6/03	11/17/03	11/17/03	App
12	BIOL	378L		Vertebrate Biology Laboratory	C	New	Tracey Brown	5/6/03	11/17/03	11/17/03	App
14	BIOL	387L		Aquatic Ecology Laboratory	C	New	Victoria Fabry	4/22/03	11/17/03	11/17/03	App
16	BIOL	505		Physiological Ecology	C	New	Tracey Brown	4/22/03	11/17/03	11/17/03	App
21	BUS	P-Form		B.S. in Business Administration: Global Business Option	P	Change	Gary Oddou	9/15/03	10/20/03	10/20/03	App
22	CHEM	410		Advanced Analytical Chemistry	D	Deletion	Steve Welch	10/17/03	11/17/03	11/17/03	App
23	CHEM	412		Advanced Biochemistry	D	Deletion	Steve Welch	10/17/03	11/17/03	11/17/03	App
27	CS	480		Introduction to Optimization	C	New	R. Boehning	4/3/03	11/17/03	11/17/03	App
28	CS	673		Artificial Neural Networks and Forecasting	C	New	Shaun-inn Wu	4/3/03	11/17/03	11/17/03	App
30	ECON	441		International Economics: Trade	C-2	Change	Robert Brown	4/3/03	11/17/03	11/17/03	App
31	ECON	443		International Economics: Money	C	New	Robert Brown	4/22/03	11/17/03	11/17/03	App
32	ECON	453		Economic History	C	New	Shawn Humphrey	4/22/03	11/17/03	11/17/03	App
34	EDAD	636		Instructional Supervision and Personnel Administration	D	Deletion	M.G. Kelly/J. Jeffries	10/17/03	11/17/03	11/17/03	App
35	EDCS	601		Developing Communities of Practice	D	Deletion	M.G. Kelly/Patricia Prado-Olmos	10/14/03	11/17/03	11/17/03	App
36	EDCS	602		Practicum in Designing and Implementing Programs for Students in Multilingual/Multicultural Contexts	D	Deletion	M.G. Kelly/Patricia Prado-Olmos	10/14/03	11/17/03	11/17/03	App
37	EDCS	603	EDML 603	Assessment and Evaluation of Students in Multilingual/Multicultural Contexts	C-2	Change	L. Santamaria	10/14/03	11/17/03	11/17/03	App

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41	EDMI	526		Teaching and Learning at the Middle Level I	D	Deletion	J. McDaniel	10/14/03	11/17/03	11/17/03	App
42	EDMI	527		Teaching and Learning at the Middle Level II	D	Deletion	J. McDaniel	10/14/03	11/17/03	11/17/03	App
43	EDMI	540		Language and Literacy - Middle Level Emphasis	D	Deletion	J. McDaniel	10/14/03	11/17/03	11/17/03	App
44	EDMI	541		Content Area Methods I	D	Deletion	J. McDaniel	10/14/03	11/17/03	11/17/03	App
45	EDMI	561		Beginning Student Teaching at the Middle Level	D	Deletion	J. McDaniel	10/14/03	11/17/03	11/17/03	App
46	EDMI	562		Advanced Student Teaching at the Middle Level	D	Deletion	J. McDaniel	10/14/03	11/17/03	11/17/03	App
48	EDML	565		Primary Language and Curriculum/Practicum in Bilingual Education	D	Deletion	M.G. Kelly/Patricia Prado-Olmos	10/17/03	11/17/03	11/17/03	App
49	EDMS	526		Learning and Instruction	D	Deletion	J. McDaniel	10/14/03	11/17/03	11/17/03	App
50	EDMS	526B		Learning and Instruction	D	Deletion	M.G. Kelly/K. Hayden	10/14/03	11/17/03	11/17/03	App
51	EDMS	527B		Curriculum Design	D	Deletion	M.G. Kelly/K. Hayden	10/14/03	11/17/03	11/17/03	App
52	EDMS	540		Language and Literacy Education	D	Deletion	M.G. Kelly/K. Hayden	10/14/03	11/17/03	11/17/03	App
53	EDMS	540B		Language and Literacy Education	D	Deletion	M.G. Kelly/K. Hayden	10/14/03	11/17/03	11/17/03	App
54	EDMS	560B		Field Experience I: Beginning Student Teaching in the Elementary School	D	Deletion	M.G. Kelly/K. Hayden	10/14/03	11/17/03	11/17/03	App
55	EDMS	561		Field Experience I: Beginning Student Teaching in the Elementary School	D	Deletion	M.G. Kelly/K. Hayden	10/14/03	11/17/03	11/17/03	App
56	EDMS	561B		Field Experience II: Intermediate Student Teaching in the Elementary School	D	Deletion	M.G. Kelly/K. Hayden	10/14/03	11/17/03	11/17/03	App
57	EDMS	561I		Field Experience I: Beginning Student Teaching in the Elementary School	D	Deletion	M.G. Kelly/K. Hayden	10/14/03	11/17/03	11/17/03	App
58	EDMS	562		Field Experience II: Advanced Student Teaching in the Elementary School	D	Deletion	M.G. Kelly/K. Hayden	10/14/03	11/17/03	11/17/03	App

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59	EDMS	562B		Field Experience III: Advanced Student Teaching in the Elementary School	D	Deletion	M.G. Kelly/K. Hayden	10/14/03	11/17/03	11/17/03	App
60	EDMS	562 (I)		Field Experience II: Advanced Student Teaching in the Elementary School	D	Deletion	M.G. Kelly/K. Hayden	10/14/03	11/17/03	11/17/03	App
61	EDMX	571		Education Specialist Multiple Subject Student Teaching	C-2	Change	Annette Daoud	10/14/03	11/17/03	11/17/03	App
66	EDMX	672		Education Specialist Education Student Teaching II	C-2	Change	M.G. Kelly	10/14/03	11/17/03	11/17/03	App
67	EDSS	520		Teaching and Learning in Secondary Schooling	D	Deletion	Joe Keating	10/14/03	11/17/03	11/17/03	App
69	EDSS	521A		Teaching and Learning in Secondary Schooling - Part I	D	Deletion	Joe Keating	10/14/03	11/17/03	11/17/03	App
70	EDSS	521B		Teaching and Learning in Secondary Schooling - Part II	D	Deletion	Joe Keating	10/14/03	11/17/03	11/17/03	App
71	EDSS	550		Language and Literacy in Multicultural Contexts	D	Deletion	Joe Keating	10/14/03	11/17/03	11/17/03	App
72	EDSS	560		Field Experience in Secondary Schools - Beginning	D	Deletion	Joe Keating	10/14/03	11/17/03	11/17/03	App
73	EDSS	561		Field Experience in Secondary Schools - Advanced	D	Deletion	Joe Keating	10/14/03	11/17/03	11/17/03	App
75	EDUC	P-Form		M.A. in Education - Critical Studies of Schooling, Culture and Language	P	Change	Annette Daoud	10/3/04	10/20/03	10/20/03	App
76	EDUC	390		Sociology and Education of Multicultural Families	D	Deletion	M.G. Kelly/Patricia Prado-Olmos	10/17/03	11/17/03	11/17/03	App
77	EDUC	391		Empowering Multicultural Future Teachers	D	Deletion	M.G. Kelly/Patricia Prado-Olmos	10/17/03	11/17/03	11/17/03	App
78	EDUC	472		Multicultural Education	D	Deletion	M.G. Kelly/Patricia Prado-Olmos	10/17/03	11/17/03	11/17/03	App
79	EDUC	505		Students at Risk: Psychological and Educational Perspectives	D	Deletion	M.G. Kelly/Patricia Prado-Olmos	10/17/03	11/17/03	11/17/03	App
80	EDUC	506		Women, Children and Families in Poverty: Psychosocial and Educational Implications	D	Deletion	M.G. Kelly/Patricia Prado-Olmos	10/17/03	11/17/03	11/17/03	App

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81	EDUC	607		Writing Instruction and Technology	C	New	L. Stowell	9/15/03	11/17/03	11/17/03	App
82	EDUC	615		Advanced Studies in Writing Instruction	C	New	L. Stowell	9/15/03	11/17/03	11/17/03	App
83	EDUC	640		The Sociocultural Foundations of Education	D	Deletion	M.G. Kelly/Patricia Prado-Olmos	10/17/03	11/17/03	11/17/03	App
84	EDUC	641		Sociocultural Contexts of Language and Learning	C-2	Change	Annette Daoud	10/3/03	10/20/03	10/20/03	App
85	EDUC	642		Voices in the Community: Cultures in Action	C	New	Annette Daoud	10/3/03	10/20/03	10/20/03	App
86	EDUC	643		Critical Ethnography of Education	C-2	Change	Annette Daoud	10/3/03	10/20/03	10/20/03	App
87	EDUC	644		Multicultural Students and Families in Public Schools	C	New	Annette Daoud	10/3/03	10/20/03	10/20/03	App
88	EDUC	646		Second Language Acquisition: Research and Practice	C	New	Annette Daoud	10/3/03	10/20/03	10/20/03	App
89	EDUC	647		Multicultural Curriculum and Application	C-2	Change	Annette Daoud	10/3/03	10/20/03	10/20/03	App
91	EDUC	649		Practicum in Social Action	C-2	Change	Annette Daoud	10/3/03	10/20/03	10/20/03	App
92	EDUC	650		Culminating Experience Proposal Development	C	New	Annette Daoud	10/3/03	10/20/03	10/20/03	App
93	ES	100		The Earth and Its Place in the Universe	C	New	Richard Karas	10/8/03	11/17/03	11/17/03	App
94	FIN	302		Foundations of Finance	C-2	Change	Michael Pass	4/22/03	11/17/03	11/17/03	App
95	FIN	304		Introduction to Corporate Finance	C-2	Change	Michael Pass	4/22/03	11/17/03	11/17/03	App
98	GEOG	302		World Regional Geography: Geographic Information Sustersms (GIS) Enhanced	C-2	Change	Kim Knowles-Yanez	5/20/03	11/17/03	11/17/03	App
100	HD	490		Human Development in Perspective	C-2	Change	Fernando Soriano	5/20/03	11/17/03	11/17/03	App
101	HIST	130		U.S. History 1500-1877	C-2	Change	Ann Lombard	4/3/03	11/17/03	11/17/03	App
102	HIST	131		U.S. History 1877-Present	C-2	Change	Jeffrey Charles	4/3/03	11/17/03	11/17/03	App
103	HIST	306		History of Human Rights	C	New	Patty Seleski	4/22/03	11/17/03	11/17/03	App
104	HIST	309		Ancient Middle East	C	New	Darel Engen	11/4/03	11/17/03	11/17/03	App
105	HIST	310		Ancient Greece	C-2	Change	Darel Engen	11/4/03	11/17/03	11/17/03	App
108	HIST	351		Borderlands: Areas under Mexico and Spain	D	Deletion	Carmen Nava	4/3/03	11/17/03	11/17/03	App
109	HIST	353		Latin America in Revolution	D	Deletion	Carmen Nava	4/3/03	11/17/03	11/17/03	App

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110	HIST	354		The Search for Caribbean Independence	D	Deletion	Carmen Nava	4/3/03	11/17/03	11/17/03	App
115	HTM	304		Management Information Systems	C-2	Change	Michael Pass	4/22/03	9/15/03	9/15/03	App
116	HTM	305		Production and Operations Management	C-2	Change	Michael Pass	4/22/03	9/15/03	9/15/03	App
120	ID	400		Interdisciplinary Perspectives on Literacy	D	Deletion	Jule Gomez de Garcia	6/3/02	11/17/03	11/17/03	App
121	LBST	P-Form		B.A. in Liberal Studies	P	Change	Robert Yamashita	12/8/03	12/8/03	12/8/03	App
123	LING	100		English Grammar and Syntax	C	New	Jule Gomez de Garcia	5/20/03	11/17/03	11/17/03	App
124	LING	300		Introduction to Linguistics	C-2	Change	Jule Gomez de Garcia	5/28/03	11/17/03	11/17/03	App
132	LTWR	P-Form		Literature and Writing Studies	P	Change	Oliver Berghof/ Susie Cassel	4/22/03	10/20/03	10/20/03	App
134	LTWR	P-Form		M.A. Literature and Writing Studies	P	Change	Salah Moukhlis	4/22/03	10/20/03	10/20/03	App
136	LTWR	P-Form		M.A. in Literature and Writing Studies	P	Change	Salah Moukhlis	4/22/03	10/20/03	10/20/03	App
152	LTWR	602		Composition Theories and Practices I	C-2	Change	Aneil Rallin	5/20/03	11/17/03	11/17/03	App
156	MATH	210		Mathematics for K-8 Teachers: Number Sense	C-2	Change	Amber Puha	12/11/03	12/15/03	12/15/03	App
158	MATH	311		Mathematics for K-8 Teachers, III: Algebra, Probability, Statistics, and Data Analysis	C-2	Change	Amber Puha	12/11/03	12/15/03	12/15/03	App
159	MATH	440		Intro to Mathematical Probability and Statistics	C-2	Change	Amber Puha	4/3/03	11/17/03	11/17/03	App
160	MATH	480		Introduction to Optimization	C-2	Change	R. Boehning	4/3/03	11/17/03	11/17/03	App
161	MGMT	302		Foundations of Management	C-2	Change	Michael Pass	4/22/03	11/17/03	11/17/03	App
162	MIS	302		Foundations of Management Information Systems	C-2	Change	Michael Pass	4/22/03	11/17/03	11/17/03	App
163	MKTG	302		Foundations of Marketing	C-2	Change	Michael Pass	4/22/03	11/17/03	11/17/03	App
164	MUSC	423		Roots to Reggae: African Music in Dispersion	C-2	Change	Bill Bradbury	4/3/03	11/17/03	11/17/03	App
165	POM	302		Foundations of Production and Operations Management	C-2	Change	Michael Pass	4/22/03	11/17/03	11/17/03	App

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166	PSYC	210		Introduction to Developmental Psychology	C	New	M. Fitzpatrick/S. Hamill	11/4/03	11/17/03	11/17/03	App
167	PSYC	330		Developmental Psychology: Infancy and Childhood	C-2	Change	S. Hamill/M. Fitzpatrick	11/4/03	11/17/03	11/17/03	App
168	PSYC	348		Developmental Psychology: Adolescence	C-2	Change	Sharon Hamill	10/17/03	11/17/03	11/17/03	App
169	PSYC	356		Developmental Psychology: Adult and Aging	C-2	Change	Sharon Hamill	10/17/03	11/17/03	11/17/03	App
170	PSYC	395		Research Methods in Developmental Psychology	C-2	Change	S. Hamill/M. Fitzpatrick	11/11/03	11/17/03	11/17/03	App
171	PSYC	361		Brain and Mind	C-2	Change	Gina Grimshaw	5/20/03	11/17/03	11/17/03	App
174	SOC	P-Form		B.A. in Criminology and Justice Studies	P	Change	Kristin Bates	5/29/03	9/8/03	9/8/03	App
269	SPAN	P-Form		B.A. Spanish and Minor	P	Change	Darci Strother	5/28/03	10/20/03	10/20/03	App
271	SPAN	302		Basic Theory and Practice of Composition	C	New	Carlos von Son	5/8/03	10/20/03	10/20/03	App
272	SPAN	303		Advanced Theory and Practice of Written Composition	C	New	Carlos von Son	5/28/03	10/20/03	10/20/03	App
273	SPAN	311A	SPAN 301A	Advanced Spanish for Non-Native Spanish Speakers	C-2	Change	Carlos von Son	5/28/03	10/20/03	10/20/03	App
274	SPAN	311B	SPAN 301B	Advanced Spanish for Native Spanish Speakers	C-2	Change	Carlos von Son	5/28/03	10/20/03	10/20/03	App
275	SPAN	314A		Advanced Spanish for Teachers	D	Deletion	Darci Strother	4/3/03	11/17/03	11/17/03	App
299	SSM	304		Services Management	C-2	Change	Michael Pass	4/22/03	11/17/03	11/17/03	App
300	SSM	305		Services Marketing	C-2	Change	Michael Pass	4/22/03	11/17/03	11/17/03	App
301	SSM	446		Sales Management	C	New	Michael Pass	10/2/03	11/17/03	11/17/03	App
302	TA	305		Design and Production for	C	New	Marcos Martinez	5/6/03	11/17/03	11/17/03	App
303	VPA	P-Form		Minor in Visual & Performing Arts	P	Change	Bill Bradbury	4/22/03	11/17/03	11/17/03	App
304	VPA	P-Form		Visual and Performing Arts - Arts and Technology	P	Change	Kristine Diekman	5/20/03	10/20/03	10/20/03	App
305	VPA	P-Form		B.A. in Visual and Performing Arts - Visual Arts Track	P	Change	Karen Schaffman	4/22/03	10/20/03	10/20/03	App
306	VPA	P-Form		B.A. in Visual and Performing Arts - Music Track	P	Change	Karen Schaffman	4/22/03	10/20/03	10/20/03	App
320	VSAR	308		Audio Art and Sound Design	C	New	Kristine Diekman	5/20/03	10/20/03	10/20/03	App

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321	VSAR	309		Generating Narrative in Video and New Media	C	New	Kristine Diekman	5/20/03	10/20/03	10/20/03	App
322	VSAR	310		Performance Art	C	New	Kristine Diekman	5/20/03	11/17/03	11/17/03	App
323	VSAR	328		Video Art History and Theory	C	New	Kristine Diekman	5/20/03	10/20/03	10/20/03	App
325	WMST	303		Education, Gender, and Race	C	New	Linda Pershing	10/8/03	11/17/03	11/17/03	App
328	WMST	350		Chicana/Latina Feminism	C	New	Linda Pershing	9/2/03	9/15/03	9/15/03	App

**STUDENT GRIEVANCE PROCEDURE**

**POLICY**

Implementation Date: 00/00/00

Revised: 00/00/00

- 1 **Definition:** Provides a means for students to seek redress of complaints regarding
- 2 matters other than grade appeals, Grade appeals can be filed by following
- 3 the Student Grade Appeal Policy. Matters of racism, sexual harassment
- 4 and discrimination should be filed with Human Resources.
- 5
- 6 **Authority:** The Cal State San Marcos Interim Student Rights and Responsibilities
- 7 Policy as expressed in Executive Order 320.
- 8
- 9 **Scope:** The purpose of the Student Grievance Policy shall be to enable a student
- 10 to resolve a complaint arising out of any alleged unauthorized or
- 11 unjustified act or decision, other than a grade appeal, by a member of the
- 12 faculty, administration, or staff that in any way adversely affects the
- 13 status, rights, or privileges of a member of the student body. The burden of
- 14 proof shall lie with the complainant.
- 15
- 16
- 17
- 18
- 19
- 20

\_\_\_\_\_  
 | Karen Haynes, President Approval Date \_\_\_\_\_

Deleted: Roy McTarnaghan  
 Deleted:

\_\_\_\_\_  
 Robert Sheath, Provost Approval Date \_\_\_\_\_



**STUDENT GRIEVANCE PROCEDURE**

**POLICY**

Implementation Date: 00/00/00

Revised: 00/00/00

45 **I. GENERAL GUIDELINES**

46 The Student Grievance Committee shall hear and seek redress of student grievances, other than a  
47 grade appeal, concerning members of the faculty, administration, or staff, and shall recommend  
48 corrective action/s.

49  
50 **II. MEMBERSHIP**

51 The voting members of the Student Grievance Committee shall be:

- 52 1. Three students and two alternate students named by the Associated Students, Inc.  
53 Undergraduate students serving on this committee shall be a student in good standing.  
54 Graduate students shall have been admitted to an authorized advanced degree or  
55 credential program.
- 56 2. Three full-time tenure line faculty members and two alternate faculty named by the  
57 Academic Senate.
- 58 3. One full-time staff member from the Division of Academic and Student Affairs and one  
59 alternate named by the President.
- 60 4. A committee chair will be selected from among the faculty members on the committee.

61  
62 **III. COMMITTEE STRUCTURE AND RESPONSIBILITY**

63 Four voting members shall constitute a quorum. Decisions shall be reached by a majority of  
64 those present and voting, except where otherwise indicated (see Section IV – Judgment, #3).  
65 Each student member shall be appointed for two years on staggered terms. Non-student members  
66 shall be appointed for three years on staggered terms. No member shall serve more than two  
67 terms consecutively. A Chair (who cannot be a student) shall be appointed for two years by the  
68 President of the University. A Vice Chair shall be selected from among the committee members.  
69 No member shall serve as Chair more than two consecutive terms. The Chair shall be the  
70 Committee's administrative officer whose duties shall include the following:

- 71  
72 1. Arranging for appropriate times and places for meetings and hearings, informing  
73 members of the times and places of meetings and hearings, informing in writing all  
74 interested parties of the times and places of meetings or hearings that they are requested  
75 to attend and supplying them with a statement of alleged grievances, and informing all  
76 other interested parties that a grievance is pending and of the final disposition of the  
77 grievance.
- 78 2. Securing and distributing written material appropriate for its consideration.
- 79 3. Maintaining records and informing in writing the immediate supervisor, department  
80 chair, or college dean of the Committee's recommendations.

81  
82 *Responsibilities of Committee Members*

- 83 1. Should any member of the Committee be unable to complete an appointed term, a  
84 replacement shall be appointed to fill the balance of the term by the original appointing  
85 officer or agency. Resignations shall be submitted in writing to the Chair of the  
86 Committee. The Chair shall inform in writing the appropriate officer or agency of the  
87 vacancy and shall request the prompt appointment of a replacement.
- 88 2. Should a Committee member be unable to hear a case, an alternate shall be appointed for  
89 the course of the grievance. If a member of the Committee is granted an official leave for

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**POLICY**

Implementation Date: 00/00/00

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90 less time than remaining in a term, or if because of illness or other reasons a member is  
91 judged unwilling or unable to participate in the work of the Committee, the Chair shall  
92 inform the administrator or agency of the appointee and shall request the prompt  
93 appointment of a temporary replacement.

- 94 3. When the services of a temporary appointee are no longer required, the Chair shall  
95 promptly inform the temporary appointee and the appointing administrator or agency.
- 96 4. Should the Committee be involved in a specific case when an absent member returns, the  
97 replacement member shall continue as a member of the committee in all sessions dealing  
98 with that specific case until it is concluded. The returning member shall resume  
99 membership on the Committee for subsequent cases.
- 100 5. When a member of the Committee has more than three consecutive absences, the  
101 Committee may vote to remove that member and may request a replacement from the  
102 appointing administrator or agency.
- 103 6. A member of the Committee may be reappointed upon the expiration of term if duly  
104 recommended by the designated persons, but the member may be appointed for a third  
105 term only after a break in service of not less than two years.
- 106 7. If the Committee is involved in a case when a member's term expires, the member shall  
107 continue on the Committee only in its consideration of the case. A newly appointed  
108 member shall not be considered a member of the Committee for a prior continuing case.  
109 The new Committee member shall, however, serve for all other matters.
- 110 8. A member of the Committee may choose to resign from the Committee, in which event a  
111 replacement for the balance of the term shall be appointed by the original appointing  
112 officer or agency.
- 113 9. A member of the Committee may choose to be disqualified from consideration of any  
114 case for which there may be a conflict of interest, in which event a replacement shall be  
115 appointed by the Chair of the Committee from the list of alternates of the member's  
116 constituency.
- 117 10. If a member is a principal in a preliminary investigation or hearing by the Committee, the  
118 member shall be excluded from considering that case.
- 119 11. Upon the conclusion of a hearing in which a Committee member was a principal, the  
120 Committee shall determine the member's fitness to continue on the Committee. The  
121 decision shall be conveyed by the Chair to the appointing officer or agency, either  
122 informing of the continuation of membership or requesting a replacement.
- 123 12. Either party to a hearing may request of the Chair that a Committee member(s) be  
124 excluded from considering the case. The request shall be for cause and shall be brought to  
125 the Chair's attention as the first item in the hearing. If a member is disqualified by the  
126 Chair from consideration, a replacement shall be appointed by the Chair from the list of  
127 alternates of the member's constituency.

128  
129 **IV. STEPS FOR SEEKING REDRESS**

130 Steps toward redress should begin with the Dean of Students who will then direct the student to  
131 the appropriate committee for redress. If the matter is one that pertains to the Student Grievance  
132 Committee, all attempts should be made to resolve the matter at the lowest level possible. If a  
133 satisfactory solution is not reached, the grievance should then be taken to the Student Grievance  
134 Committee for hearing and appropriate action.

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135 *Informal Discussion*

- 136 1. Informal discussion between persons directly involved in a grievance shall be essential in
- 137 the early stages of the dispute and should be encouraged at all stages. An equitable
- 138 solution to a problem should be sought before the persons directly involved in the case
- 139 have assumed official or public positions that might polarize the dispute and render a
- 140 solution more difficult. Neither persons directly involved in a case nor any other persons
- 141 shall use the informal discussion, the filing of a grievance, or the character of the
- 142 informal discussions to strengthen the case for or against persons directly involved in the
- 143 dispute or for a purpose other than to resolve the grievance.
- 144 2. A grievance can be brought as a result of an unauthorized or unjustified act or decision by
- 145 a member of the faculty or staff or an administrative officer which in any way adversely
- 146 affects the status, rights or privileges of a student. The student should consult with the
- 147 counseling staff, the Dean of Students, the appropriate College Dean, or the Dean of
- 148 Graduate Studies to evaluate the situation and to determine which of the following steps
- 149 might best apply:
  - 150 a. The student should bring the complaint to the attention of one or more of
  - 151 the proper college committees where such grievance provision exists or to
  - 152 the chair, dean, administrator, or staff supervisor; or
  - 153 b. The student should bring a complaint against an administrator or staff
  - 154 member to that person’s supervisor.
- 155 3. When informal recourse fails, the student may file in writing to the Committee an appeal
- 156 accompanied by available documentary evidence. The documentation will include 1)
- 157 what alleged transgression transpired, 2) when the transgression took place, 3) what
- 158 redress the student is seeking. Simultaneously a copy of the complaint shall be given to
- 159 the respondent.

160 *Procedures for the Formal Hearing*

- 162 1. A student grievance must be filed with the Committee no later than the last day of the
- 163 semester (excluding summer session) after the semester during which the student was
- 164 allegedly aggrieved.
- 165 2. The Committee shall establish and publish its own procedures in accordance with
- 166 provisions for academic due process and in accordance with the stipulations below.
- 167 Present at these meetings shall be only Committee members, parties to the action and
- 168 their representatives, and testifying witnesses. The burden of proof rests with the
- 169 complainant.
- 170 3. The Committee, before sitting as a whole to arrive at judgment, shall arrange for an
- 171 expeditious and comprehensive investigation of the matter. From written statements
- 172 presented by the complainant and from preliminary discussions with the aggrieved it shall
- 173 decide whether there are sufficient grounds to hear a case and whether it will accept
- 174 written statements in lieu of personal appearances by witnesses. The Committee shall
- 175 review and consider documentary records of department, or college grievance
- 176 organizations relating to the case. If the Committee closes the case, having decided that
- 177 there are not sufficient grounds for a hearing, it shall notify in writing the complainant
- 178 and respondent as to the reasons for its actions.

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- 179 4. If the Committee determines that the case merits further consideration, the parties
- 180 involved (a) shall be informed in writing, (b) shall be consulted as to the possibility of
- 181 correcting the situation, and (c) if a hearing is still required, shall be advised in writing of
- 182 the scheduled time, place, and alleged grievance.
- 183 5. At the hearing the complainant, persons directly involved, and witnesses may testify and
- 184 be questioned by the opposite party and Committee members. Written evidence presented
- 185 by either party may be subject to refutation and consideration by the opposite party and
- 186 Committee members. Only evidence presented in the hearings shall be considered in the
- 187 final judgment.
- 188 6. Proceedings shall be conducted in accordance with the American Association of
- 189 University Professors' Joint Statement on Rights and Freedoms of Students (1967).
- 190

*Confidentiality*

- 192 1. To protect all parties involved, all participants shall maintain confidentiality to the
- 193 maximum extent possible at every level of the grievance process. A breach of
- 194 confidentiality is a breach of ethics and/or code of conduct and The Family and
- 195 Educational Right to Privacy Act (FERPA).
- 196 2. No member of the committee shall discuss personal and/or pertinent information relating
- 197 to a specific grievance with any persons who are non-committee members except at the
- 198 request of the committee or as part of the hearing processes defined in this document.
- 199 This shall not preclude notification of proper authorities by the Student Grievance
- 200 Committee in the event that the committee perceives the safety of any person or property
- 201 to be in jeopardy.
- 202 3. No member of the committee shall discuss personal and/or pertinent information relating
- 203 to a specific grievance with any of the principals throughout the course of the
- 204 investigation and following the recommendation of the committee except at the request of
- 205 the committee or at a hearing.
- 206 4. Communication Guidelines: All written documentation and recommendations relating to
- 207 individual grievances shall be marked and handled "confidential," and is only available to
- 208 those directly involved in the grievance (interested parties). All documents relative to an
- 209 individual grievance shall be appropriately maintained for three years in locked file
- 210 drawers located in the Academic Senate Office and shredded at that time. No members
- 211 of the committee will discuss the facts of any grievance through electronic mail.
- 212

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*Judgment*

- 214 1. Committee members shall arrive at a judgment and or recommendations in consultation
- 215 among themselves. Only those entitled to vote on the case, their alternates, the chair, and
- 216 a clerk secretary shall be present during consultation and voting. Only members of the
- 217 Committee who have heard all testimony during the hearing relating to the alleged
- 218 grievance shall vote on the case.
- 219 2. The Committee shall transmit its recommendation in each case to a person or agency
- 220 whom the Committee judges appropriate to effect the decision regarding the grievance. A
- 221 copy of recommendations shall be forwarded to the President and to other appropriate
- 222 parties. If the person or agency involved decides not to carry out the recommendation of
- 223 the Committee, that decision shall be submitted promptly to the Committee. If within a

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- 224 reasonable time remedial action has not been taken, the Student Grievance Committee  
225 may request the President or the appropriate administrator to expedite resolution of the  
226 situation.
- 227 3. When in the opinion of the Committee disciplinary action may be appropriate, the  
228 Committee may recommend further action to the President.
- 229 4. The decisions reached by this Committee shall take precedence over decisions reached by  
230 student grievance committees within departments, schools, or colleges. [The committee](#)  
231 [shall not hear grievances for which a decision has been rendered by a lower student](#)  
232 [grievance committee, department, school, or college.](#)
- 233 5. If redress requires a policy change or if a policy change appears advisable or necessary,  
234 the Committee shall refer its recommendations to the Senate Executive Committee or to  
235 the President as appropriate.
- 236 6. Should any person, whether or not directly involved in a complaint, allegedly suffer some  
237 disadvantage, discrimination, or reprisal as the result of a complaint, testimony, or  
238 statement in connection with Committee action, the Student Grievance Committee shall,  
239 upon request or upon its own motion, exercise original jurisdiction and take the necessary  
240 steps to verify the facts and remedy the injustice.