

## UND Department of Music Academic Grievance Policies

All procedures listed here are in accordance with the Code of Student Life, Section 3-2. Unless a school or college has specified a shorter time, a student must initiate a grievance within 120 calendar days from the recording of the final grade (including an "Incomplete") in the course in which the grievance arose.

### Undergraduate student grievance procedures

1. These procedures are to begin with discussion between the student grievant and the faculty member, committee, or administrator with whom the student has a grievance. If the grievance is not resolved at this stage, then the student may advance the grievance through the procedures of the college or school in which the grievance originated.  
*(Code of Student Life)*
2. In the Music Department, if the grievance is not resolved by discussion with the faculty member, committee, or administrator with whom the student has a grievance, the student may advance the grievance to the Chair of the Music Department. Grievances must be presented in writing to the Chair. This written statement should include:
  - a. A description of the grievance
  - b. How the individual is affected by it
  - c. The remedy that is sought
3. The Music Chair may facilitate a meeting between the student and faculty member, in the presence of another appropriate administrator or faculty member, if desired. If a resolution or plan of action is achieved by such meeting, the content of the meeting shall be recorded, in particular:
  - i. the date of the meeting
  - ii. the terms of the agreement, including grade percentages, where applicable
  - iii. the signatures of all parties to the agreement.
4. If no resolution is achieved between the affected parties in this meeting, the Chair should submit the grievance to a department appeals committee. The Music Department's Executive Committee will serve as the next level of appeal, and the rules of paragraphs 2 & 3 regarding presentation of appeal and recording will apply.
5. Any party may appeal the departmental decision to the Arts & Sciences Student Appeals Committee. Individuals wishing to bring grievances to the A&S Committee should submit them in writing to the Dean. The rules of paragraph 2 regarding presentation of appeal will apply. This procedure is more fully described in "Academic Grievance Procedures: College of Arts & Sciences," available in the College Office.
6. Grievances not resolved at the level of the academic unit may be brought by any of the parties to the Student Academic Standards Committee (Registrar's Office) within 30 calendar days of the final decision of the academic unit (college/school). Grievances must be presented in writing to the chair of the committee. This written statement should describe the grievance, indicate how it affects the individual or unit, and include the remedy sought from the committee.

### Graduate student grievance procedures

A graduate student's appeal follows the procedures for graduate students described in the UND Academic Catalog. The committee procedure described above may serve as an advisory process for the department's Director of Graduate Studies or the Department Chair at the appropriate stage of the process.

Adopted by Music Faculty October 4, 2005