

# **IIT Office of General Counsel Education Program**

**Student Discipline, Complaints  
and Grievances**

## Outline

General Principles

Student Discipline

- Academic
- Conduct

Student Complaints

- Academic
- Administrative

Student Grievances: Discrimination

# General Principles



# General Principles

Courts reluctant to interfere with disciplinary decisions of private universities.

## General Principles

Disciplinary decisions will usually be upheld if the university:

- 1) acts in good faith and on reasonable grounds;
- 2) follows its written procedures; and
- 3) conducts fundamentally fair proceedings.

# General Principles

The proceeding must give the student a right to be heard.



# Student Discipline

# Student Discipline

- Procedures are written to assure a fair adjudication of charges.
- Procedures must be followed exactly as written to assure that the discipline is upheld in the event of a challenge.



# Student Discipline

Procedures provide for two types of discipline:

- Academic
- Conduct (non-academic)

# Academic Discipline

The Code of Academic Honesty governs discipline for academic misconduct and is set out in the Student Handbook (p52).

# Academic Discipline

Examples of Academic Misconduct:

- Plagiarism
- Cheating
- Misrepresentation in a submission to potential employer or professional society

## Academic Discipline

Process begins by reporting violations to appropriate college dean:

- Main Campus – Associate Dean of Undergraduate College or Associate Dean for Graduate Academic Affairs
- Chicago-Kent – Assistant Dean for Student Affairs (different procedures; see C-K student handbook)
- Stuart – Dean
- CLFM – Director

# Academic Discipline

Dean reviews report and sanction proposed by faculty member. Dean may accept or adjust sanction.

# Academic Discipline

Dean may refer matter to disciplinary committee convened by Dean of Students.

# Academic Discipline

Dean of Students notifies student of charges and time and place of hearing at least five days before hearing.

# Academic Discipline

- Student can be accompanied by adviser, witnesses and parents.
- Attorney for student may be present but may not participate.



# Academic Discipline

Audiotape recording will be made.

# Academic Discipline

Committee makes recommendation to associate dean of undergraduate or graduate college.

## Academic Discipline

Possible sanctions for violations:

- Expulsion from course
- Suspension
- Expulsion
- Notation on transcript

# Academic Discipline

Student has five days to appeal the decision to the provost.

# Academic Discipline

## Appeal Grounds:

- Sanction inappropriate for offense
- New evidence
- Procedures not followed

# Academic Discipline

Provost may:

- Uphold or reverse decision and sanction, or
- Uphold decision but return matter to college dean or director to reconsider sanction.

# Conduct Discipline

The Code of Conduct governs discipline for other misconduct (Student Handbook, p56).

## Conduct Discipline

Examples of misconduct:

- Alteration of university documents
- Harassment
- Use or sale of drugs
- Theft
- Underage use of alcohol



# Conduct Discipline

Process begins with complaint to Dean of Students, or to Greek Council for infractions of fraternity or sorority regulations.

# Conduct Discipline

Dean of Students will hear case or refer it to Greek Council or Campus Judicial Board. Cases which could result in suspension or expulsion must be heard by the CJB.

# Conduct Discipline

Procedures for notifying student and conducting hearing are the same as for academic discipline.

# Conduct Discipline

Possible Sanctions include:

- Disciplinary warning
- Restitution
- Educational sanctions
- Conduct probation
- Disciplinary probation
- Suspension from campus housing
- Suspension or expulsion (only after hearing)

# Conduct Discipline

Appeal procedures are similar to appeal procedures for academic discipline.

# Student Complaints and Grievances

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# Complaint and Grievance Procedures

As with discipline, it is important that procedures be closely followed to insure that decisions are upheld if challenged.

# Complaint and Grievance Procedures

## Complaints

- Academic
- Administrative

(Student handbook, p67)

## Grievances involving charges of discrimination

(Student handbook, p93)



## Academic Complaint

Student should bring concerns about academic matters to the following individuals in this order:

- Instructor
- Department Chair
- Associate Dean of Undergraduate College or Associate Dean of Graduate Academic Affairs

Grades cannot be appealed under this procedure.

# Administrative Complaint

Any student who believes he or she has been improperly treated by an administrative department may file a complaint with the Office of Student Affairs.

# Administrative Complaint

If the campus ombudsperson cannot resolve the complaint, the student may file a written complaint with the head of administrative office in question.

## **Academic or Administrative Complaints**

If academic or administrative complaints involve allegations of discrimination, the procedure for grievances involving discrimination should be used.

## **Grievance Involving Charge of Discrimination**

Student should file written complaint with appropriate officer:

Armour, architecture, psychology: office of student affairs;

Chicago-Kent, Stuart, CLFM: assistant dean for academic administration, Chicago-Kent.

## **Grievance Involving Charge of Discrimination**

If the matter cannot be resolved informally, a copy of the grievance will be sent to the accused individual or unit and the grievance will be referred to a grievance hearing committee.

## Grievance Involving Charge of Discrimination

Grievance hearing committee includes:

- Tenured faculty members
- Administrator
- Student

As described in student handbook (pp93-4)

## **Grievance Involving Charge of Discrimination**

Committee chair will inform the parties of the hearing date and the names of the committee members.



## **Grievance Involving Charge of Discrimination**

Hearing procedure is similar to that of a disciplinary hearing.

## **Grievance Involving Charge of Discrimination**

Committee will issue report to provost with findings and opinion on validity of grievance.

# **Grievance Involving Charge of Discrimination**

Provost will decide on appropriate action.

# **Grievance Involving Charge of Discrimination**

Grievant can appeal to president.