

[Home](#) » [Administrative Offices](#) » [Office of Student Affairs](#) » [Student Handbook 2007-2008](#) » [Table of Contents](#) » [Grievance Policy](#)

## Grievance Policy

### NON-ACADEMIC ISSUES ONLY

The right of each student to resolve grievances with the University is affirmed, and specific appeal procedures are herewith established to assure timely and appropriate consideration of each grievance. Student grievances generally originate at the department level, and the resolution of the grievance is sought at the department level.

Instructions regarding the grievance procedure will be available to students at the office of the Vice President for Student Affairs, the Student Government Association office, and will be published in the Student Handbook.

To initiate action in keeping with Delta State University's grievance policy, a student should first discuss the grievance with the staff member directly involved. The student should present a signed, dated, written statement of grievance within five days of the cause of complaint. The staff member involved will render a decision within one week of meeting with the student. The student then has four days to appeal the decision to the immediate supervisor or department head.

If the matter is not satisfactorily resolved, the student should request in writing a meeting with the Vice President of Student Affairs. Students may appeal the decision of the Vice President by requesting a hearing before the appellate committee, which is composed of members of, faculty/staff and student representatives. During this official hearing a student may either represent himself or be advised by legal counsel of his or her choice. Legal counsel may speak only at the discretion of the chairman of the committee.

The President of the University is the final arbitrator of all grievances. It is the desire of the University to settle all grievances as expeditiously as possible. In rendering a decision during the grievance procedure, it is the responsibility of the University to provide the student with written notification regarding the results of hearings.

### STUDENT GRIEVANCE PROCESS

- Step 1: Staff Member
- Step 2: Immediate supervisor and/or head of department
- Step 3: Vice President for Student Affairs
- Step 4: Appellate Committee
- Step 5: President of the University

### POLICY STATEMENT ON SEXUAL HARASSMENT

Sexual harassment is illegal under both state and federal law. It is the policy of Delta State University to insure that the University community remain free from sexual harassment. Any student who violates this policy is subject to disciplinary action.

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- I. submission to such conduct is made either explicitly or implicitly a term or condition of an individual education,
  - II. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual,
  - III. such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating in intimidating, hostile, or offensive education or living environment.
- Deans, division/department chairmen, and department heads must take appropriate steps to disseminate

this policy statement and to inform students of procedures for lodging complaints. A student should notify the Affirmative Action Officer in the Human Resources Office, Kethley 123. At any time, a student may call either the Affirmative Action Officer or the University Counseling Center for counseling and advice.

This page is maintained by [Julie Jackson](#).

Copyright © 2008 Delta State University. All rights reserved.  
Delta State University, Highway 8, Cleveland, MS 38733 1-800-GO-TO-DSU