## III. Resolution of Academic Grievances

STEP 1

Student attempts to resolve problem with faculty member



Matter resolved

Matter not resolved

Student prepares formal complaint in writing

Student files complaint with Department Chair within 10 work days of date on which outcome was reached with faculty member

Department Chair meets with grievant and respondent (separately or jointly)

Within 10 work days of receipt of written complaint, Department Chair completes consultation and notifies grievant and respondent of decision in writing

Matter resolved

Matter not resolved

Within 10 work days after grievant is notified of Step 2 decision, grievant may file a written appeal with the chair of the Academic Grievance Committee (AGC) via the Office of Student Conduct

AGC reviews appeal in pre-hearing

AGC determines reasonable cause exists

Formal hearing held with AGC, grievant, and respondent

AGC notifies the grievant, respondent, and Department Chair of the decision and action in writing. Findings and decision of the AGC are final within UHM.

AGC determines no reasonable cause exists

STEP 3