Is the grievance based on discrimination or harassment involving instructor or other students?

- YES
  - Refer student to ISU Equal Opportunity Office and inform the Department Chair.

- NO
  - Has it been less than 1 year after the completion of the course?
    - YES
      - Grievance falls outside of the Dean of Students Office guidelines. Refer student to the ME Associate Chair for Undergraduate Programs.
    - NO
      - Does it involve 1 particular course?
        - YES
          - Refer student to ME Associate Chair for Undergraduate Programs.
        - NO
          - Is it a grade appeal?
            - YES
              - Student is satisfied with instructor’s decision and/or proposed resolution.
            - NO
              - Is it before the mid-term of the semester following the course in question?
                - YES
                  - Student must inform the course instructor IN WRITING via email using this FORM of the specifics of the grievance and request that the instructor consider it.
                - NO
                  - Instructor will determine the appropriate action, if any, needs to be taken. They must inform the student of their decision in writing.
          - Is the course an ME course?
            - YES
              - Student must forward the documentation from their appeal with the instructor to the ME Associate Chair for Undergraduate Programs for the department to review.
            - NO
              - Student must inform the Department Chair of the teaching department in writing of the specific grievance and request that the Chair consider it.

- NO
  - Student must forward the documentation from their appeal with the instructor to the ME Associate Chair for Undergraduate Programs for the department to review.

Further steps outline HERE