Department of Mechanical Engineering Student Grievance Process
Adapted from ISU Catalog: http://catalog.iastate.edu/academiclife/helpappeals/
Please meet with your academic adviser first to discuss the process

- Is the grievance based on discrimination or harassment involving instructor or other students?
  - YES: Refer student to ISU Equal Opportunity Office and inform Department Chair
  - NO: Has it been less than 1 year after course completion?
    - NO: Grievance falls outside of Dean of Students Office guidelines. Refer student to ME Associate Chair for Undergraduate Programs
    - YES: Does it involve one particular course?
      - NO: Refer student to ME associate chair for undergraduate programs
      - YES: Is it a grade appeal?
        - NO: Is it before mid-term of semester following the course in question?
          - NO: Is student satisfied with instructor's decision and/or proposed resolution?
            - NO: Instruct takes one of appropriate action to take. Must inform student of decision and associated action
            - YES: Resolved
          - YES: Student must inform course instructor in writing of the specifics of the grievance and request that the instructor consider it
            - YES: Instruct takes one of appropriate action to take. Must inform student of decision and associated action
            - NO: Refer student to ME Associate Chair for Undergraduate Programs
        - YES: Student must inform department chair of the teaching department (e.g. ME, MATH, etc.) in writing of the specifics of the grievance and request that the Chair consider it
          - YES: Resolved
          - NO: Further steps described in ISU catalog at link above