Department of Mechanical Engineering Student Grievance Process

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 → Is it before the mid-term of the semester following the course in question?

YES → Student must inform the course instructor IN WRITING 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?

NO → Student is satisfied with instructor's decision and/or proposed resolution?

YES → Resolved

NO → Is the course an ME course?

NO → Student must provide the ME Undergraduate Programs Assistant their specific grievance and evidence IN WRITING for the department to review.

YES → Is the course an ME course?

YES → Student must inform the Department Chair of the teaching department in writing of the specific grievance and request that the Chair consider it.

NO → Further steps outlined HERE