Department of Mechanical Engineering Student Grievance Process

- If the grievance is based on discrimination or harassment involving instructor or other students, refer student to ISU Equal Opportunity Office and inform the Department Chair.

- Has it been less than 1 year after the completion of the course?
  - YES
  - NO

  - NO
    - Refer student to the ME Associate Chair for Undergraduate Programs.

- Does it involve 1 particular course?
  - YES
    - Refer student to ME Associate Chair for Undergraduate Programs.
  - NO

- Is it a grade appeal?
  - 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. [Academic Grievance Form]
  - NO

- Is it before the mid-term of the semester following the course in question?
  - YES
    - Instructor will determine the appropriate action, if any, needs to be taken. They must inform the student of their decision in writing.
  - NO

- Student is satisfied with instructor’s decision and/or proposed resolution?
  - YES
    - Resolved
  - NO

- 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.

Further steps outline HERE.