

University of Northern Colorado
College of Osteopathic Medicine

Grievances and Appeals Policy and Procedure

Responsible Party: Associate Dean of Preclinical Education and Associate Dean of Clinical Education

COCA Standard: 9.2-1(i)

Review Frequency: Annually and as needed

Overview

The University of Northern Colorado College of Osteopathic Medicine (UNC COM) is committed to maintaining a fair and transparent process for resolving academic grievances and appeals. While UNC COM follows the general framework of the University of Northern Colorado's policy on grievances and appeals, the college will develop its own tailored procedure to address the specific needs of its students and faculty within the osteopathic medical program. For detailed information regarding the academic grievance and appeal policy and procedures at the University of Northern Colorado, please refer to the official document via the following link: [UNC Academic Appeal Procedure](#).

Filing of Grievances and Appeals

A. Initiating a Grievance or Appeal:

- A student may file a grievance or appeal if they believe they have been treated unfairly or if they wish to contest an academic decision. Grounds for grievances or appeals include disputes over grades, disciplinary actions, or other academic matters.
- All grievances and appeals must be filed in writing and submitted to the Office of Student Affairs within **10 business days** of the incident or academic decision in question.

B. Levels of Appeal:

Level 1: Informal Resolution:

- Before initiating a formal appeal, students are encouraged to resolve disputes informally by discussing the issue with the faculty member or administrator involved. This step fosters communication and often resolves concerns without the need for a formal process.

- If informal resolution is not possible or the student is dissatisfied with the outcome, they may proceed with the formal grievance process.

Level 2: Formal Grievance Submission:

- The formal grievance process begins when the written complaint is submitted. The student must include all relevant details, supporting documentation, and a clear statement of the resolution sought.
- The Office of Student Affairs will review the submission for completeness and ensure that the grievance falls within the scope of the academic appeal process.

Level 3: Grievance Review Panel:

- If the grievance proceeds, it will be reviewed by a Grievance Review Panel composed of faculty members and administrative personnel. This panel will examine all documentation and may request additional information or hold hearings to better understand the issue.
- The panel will provide a written decision within **10 business days** of the formal grievance submission.

C. Final Appeal:

If the student is not satisfied with the decision of the Grievance Review Panel, they may appeal to the **Dean of UNC COM**. The Dean's decision is final and will be issued within **10 business days** of receiving the final appeal.

D. Confidentiality and non-retaliation:

All grievances and appeals will be handled with strict confidentiality. No student shall face retaliation for filing a grievance or appeal in good faith.

E. Record Keeping:

The Office of Student Affairs will maintain records of all grievances and appeals for a minimum of five years. These records will be kept confidential and only made available to individuals involved in the review process or as required by law.