

Graduate Student Grievance Process

Office of Institutional Equity (OIE) Reporting

Our college takes any and all reports of mistreatment or prejudice very seriously. Please report instances to the university's Office of Institutional Equity. OIE was created to coordinate the university's response to all complaints of harassment, discrimination, sexual misconduct, and retaliation in all of its programs. To learn more about your rights to be free from harassment and discrimination, to get assistance connecting with support resources, or to file a report, please contact OIE at:

- Website: equity.osu.edu (see [report form](#))
- [Report sexual misconduct](#) (link is external)
- Email: equity@osu.edu
- 614-247-5838 or TTY 614-688-8605

An anonymous concern may also be reported through EthicsPoint: ohio-state.ethicspoint.com.

Faculty Rule 3335-5-04

Commonly referred to as the "04 process", this faculty rule is the official route to handle complaints or grievances against a faculty member. The 04 process is the only route that can lead to termination of a faculty member. Complaints under the 04 process can be filed by students or any university employee against a faculty member. The 04 process is a faculty governance process. If there is probable cause, a committee of faculty investigate and present recommendations to the Dean. Investigation processes like those from the Office of Institutional Equity (OIE) can be used as a precursor step prior to filing a complaint under the 04 process. The findings in an OIE investigation can be used as evidence for the 04 process. Information about the rule is found at <https://trustees.osu.edu/bylaws-and-rules/3335-5/>. For questions about the process, our college contact is Tracy Kitchel, Senior Associate Dean and Director of Faculty and Staff Affairs.

Graduate School

The Graduate School is specifically authorized by the graduate faculty and Graduate Council to review grievances related to graduate examinations and graduate associate appointments. Refer to the *Graduate School Handbook* (<https://gradsch.osu.edu/handbook>) (Appendix D) regarding grievance procedures.

Departmental Processes

When feasible, students should make every effort to resolve disputes with the party(ies) involved. If this is not possible, departmental processes engage the GSC Chair and the Department Chair. Depending upon the type of grievance, further recourse may be obtained through the procedures outlined above. Specific information can be found in departmental handbooks listed on the following page.

Student Advocacy Center

If you need assistance navigating this process, please contact the Student Advocacy Center. They offer general advising related to academic areas: personal circumstances, instructor complaints, grade grievances, withdrawals, dismissal/reinstatement, and a variety of other issues. For more detailed examples of how they can help, visit <http://advocacy.osu.edu/>. If you have questions about an academic issue or a combination of issues, contact our office for assistance:

- Email advocacy@osu.edu; Phone 614-292-1111 (voicemail); Web: [Online Assistance Request Form](#)
- [Zoom-in Hours](#) (MTRF 10a-2p)

Graduate Student Grievance Resources

Council for Graduate Students

- <https://cgs.osu.edu/>

Graduate Studies Committee

- <https://gradsch.osu.edu/graduate-school-handbook-gsh/gsh-section-13-graduate-studies-committee>

Graduate Student Ombuds

- <https://ombuds.osu.edu/grad-ombuds>

Departmental Handbooks

Agricultural Communication, Education, and Leadership

- https://acel.osu.edu/sites/acel/files/imce/files/ACELHandbook_2019.pdf

Agricultural, Environmental, and Development Economics

- <https://aede.osu.edu/sites/aede/files/imce/images/Grad%20Student%20Handbook%202019.pdf>

Animal Sciences

- <https://ansci.osu.edu/sites/ansci/files/imce/files/2014%20Semester%20Handbook.pdf>

Entomology

- https://entomology.osu.edu/sites/ent/files/imce/images/Entomology_Graduate_Handbook.pdf

Food Science and Technology

- <https://fst.osu.edu/sites/fst/files/imce/images/2019-2020%20FST%20Grad%20Std%20Hdbk%20edited.pdf>

Food, Agricultural, and Biological Engineering

- <https://fabe.osu.edu/graduate/forms-and-graduate-student-handbook>

Horticulture and Crop Science

- <https://hcs.osu.edu/sites/hcs/files/imce/images/HCS%20Grad%20Studies%20Handbook%202012%20FINAL.pdf>

Plant Pathology:

- <https://plantpath.osu.edu/sites/plantpath/files/imce/files/Graduate/Autumn%202016%20PLNTPTH%20Grad%20Handbook.pdf>

School of Environment and Natural Resources:

- <https://senr.osu.edu/sites/senr/files/imce/files/graduate/1.%20January%202020%20handbook%20revisions%20-%20final.pdf>