Faculty Senate Routing Form  
(action/proposal attached)

I. Item Title: Policy on Written Student Complaint Log

   a) Brief Description: All university offices at the deans' office and above receiving and responding to written student complaints associated with a formal university process must provide the following information to the Office of the Provost regarding each complaint by July 1 of each year:
      1. Date student filed complaint/grievance
      2. Name of individual who filed complaint/grievance
      3. Nature of complaint/grievance
      4. Name of formal process used to resolve complaint/grievance
      5. Outcome of complaint/grievance
      6. Date of resolution

The Office of the Provost will maintain a central log containing this information. The log should be available at any time for inspection by the Vice Chancellor for Student Affairs, the Vice Chancellor for Administration and Finance, the Vice Chancellor for Academic Affairs, or their designees.

   b) Initiated by: Academic Policy and Review Council

II. Faculty Senate Action: X approved  □ not approved  □ other  
   date: April 25, 2014

   Comments: ____________________________________________________________

   Vote: X Voice Vote, Unanimous   □ Voice Vote, Majority In Favor
   □ Electronic Clicker:  Ayes  Nays  Abstentions
   FS Secretary signature: Rebecca Lasher  date 6-10-2014

III. Provost: □ for information  □ Recognition of Receipt
         □ for action....................X approved  □ not approved

   Comments: ____________________________________________________________

   Person responsible for Implementation: Dr. Lowell Davis, Associated VC, Student Affairs
   Provost signature:  date 7/9/14

IV. Chancellor: □ for information  □ Recognition of Receipt
                □ for action........... X approved  □ not approved

   Comments: ____________________________________________________________

   Chancellor signature:  date 7/1/14