

Request for Student Initiated Administrative Review (SIAR): Mechanical Engineering

This form describes the process by which a graduate student submits to the Mechanical Engineering Departmental Administration a request to review a faculty decision or action. A student always can request such a review from Rackham by contacting (rachamdeansinfo@umich.edu) or CoE by contacting Angela Farrehi (afarrehi@umich.edu, 143 Chrysler Center, 647-7106). However, a student should *never* initiate more than one review at a time for the same incident. The appropriate order of actions leading to dispute resolution should be:

- A. Informal resolution attempted with the student's faculty advisor or faculty member (is this process limited to disputes against the faculty advisor?).
- B. Informal resolution attempted with either the ME graduate chair or department chair. If this resolution is not successful, the student proceeds to Step C and if that step is also unsuccessful, returns to the ME graduate chair or department chair for a final discussion where the SIAR will be recommended (Step D). The graduate chair works with the student to complete the document and follows-up to make sure the student submits it.
- C. Informal resolution attempted with CoE Resolution Officer Angela Farrehi, afarrehi@umich.edu, 647-7106.
- D. Formal resolution attempted with ME graduate chair / department chair (via this form).**
- E. Formal resolution sought with the Associate Dean for Research and Graduate Education (ADRGE).
- F. Formal resolution sought with Rackham Resolution Officer (Darlene Ray-Johnson, rayj@umich.edu, 734-936-1647).

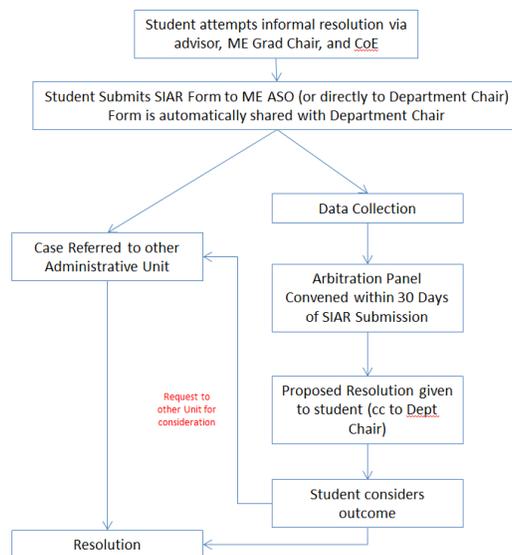
Find out about the CoE Conflict Resolution Policy at:

<http://www.engin.umich.edu/students/services/support/studentrightsandresponsibilities>

Find out more about the Rackham Conflict Resolution Policy at:

http://www.rackham.umich.edu/student_life/health_and_wellness/resources/conflict_resolutionstudent_grievances/

This document outlines **Step D** above and follows the flow outlined below. See Appendix for more information.



STEP 1 TO BE FILLED OUT BY STUDENT: Briefly describe the situation leading to the request for a Student Initiated Administrative Review. Provide as much or as little information in writing as you are comfortable with as long as enough information is provided that there will be no dispute in the future regarding the situation that is being considered (you may attach additional documentation). This form should be filled out working with the graduate chair, who will follow up with the student to make sure it is submitted to the department chair. This statement will only be shared with the arbitration panel unless required by a higher authority. The student will receive a written response to this form by the graduate chair or department chair.

STEP 2 TO BE FILLED OUT BY STUDENT: If there is information that you would not like to share with the arbitration panel, but would like to make the graduate chair or department chair aware of, please list it here (or attach separately).

STEP 3 TO BE FILLED OUT BY STUDENT: Check boxes to certify:

- I have not or could not attempt resolution with my faculty advisor
- I have sought informal resolution with the ME Graduate Chair or Department Chair
- I have sought informal resolution with Angela Farrehi
- I have discussed this application with the ME Graduate Chair or Department Chair

Name Printed

Name Signed

TO BE FILLED OUT BY SIAR INVESTIGATIVE CHAIR: Arbitration Panel Recommendation (with additional documentation attached if needed):

SIAR Investigative Chair (Printed)

Signed

Request for Student Initiated Administrative Review (SIAR): Supplemental Information

There are several purposes for formalizing the Mechanical Engineering (ME) Administrative review of student concerns. First, certain disputes might be most appropriately considered by a panel of Mechanical Engineering faculty and students who are independent of the matter under consideration. This can lead to a greater level of expertise and background knowledge that is helpful in understanding the conflict from both sides. Second, the process is meant to be faster. Third, via this request form, this process guarantees that the concern has been documented. CoE and Rackham resolution processes do not guarantee that a review of faculty action or decision has been documented, which may be important at later stages or after the resolution. Finally, and perhaps most importantly, the ME review process involves both faculty and students (with students elected by the student body for a one year position to serve as student member of administrative review resolution panels), which makes it different from CoE and Rackham dispute resolution protocols. However, these processes are not mutually exclusive. Any recommendation yielded from an ME review can be reviewed again by CoE and Rackham according to the steps A-F listed above. In some cases independent reviews will be initiated by CoE or Rackham. None of Steps A-F should be attempted at the same time as another step in the process. Steps higher in the alphabet should come before the later steps.

Scope of Disputes to be Considered by the SIAR: [quoting from Rackham Policy] “Academic Dispute Resolution policy applies to disputes Rackham graduate students may have with faculty or staff regarding equity and fair treatment that may have an impact on grading or evaluation, on research activities related to or required by the graduate program, or other treatment that affects academic standing. This policy may not be used to appeal grade-related or other academic sanctions imposed as a result of any action taken under any honor code or academic integrity policy.

Other University policies and procedures apply to allegations of faculty and staff misconduct; such matters will be governed by appropriate policies administered under other University units:

- Complaints that a member of the faculty or staff has engaged in research misconduct will be handled by the Office of the Vice President for Research.
- Complaints that a member of the faculty or staff has violated the University’s non-discrimination and harassment policies will be investigated by the University’s Office of Institutional Equity. Faculty and staff who are also students, or a student who also has a staff appointment, may be subject to procedures described in the “Statement of Student Rights and Responsibilities.”
- Claims that a member of the faculty or staff has violated employment contracts will be investigated by Academic Human Resources.

A graduate student who alleges misconduct by a faculty or staff member must pursue the complaint in the most appropriate forum; a student may not pursue the same allegation in different venues at the same time. Students who agree to have a dispute mediated under this policy agree not to pursue the same matter in any other forum within the University. Students should consult the Resolution Officer in their school or college to decide which avenue is best for their circumstances, and about counseling and University resources that may be appropriate.”

We expect the most common types of conflicts will be of the nature listed by CoE: (which A-F step would these cases fall under?)

1. All aspects of the degree process involving grading, evaluation, or status;
2. Alleged unprofessional conduct toward students;
3. Allegedly unfair or discriminatory treatment of students;
4. Matters of a personal nature;
5. Allegedly unfair disciplinary action taken as a result of allegations or findings of student academic misconduct; however, these procedures may not be used to appeal a decision of the Rackham Graduate Academic Judiciary Board regarding violations of the Graduate School's policy on academic integrity. Applicable appeals procedures for that purpose are provided in the document "[Policy Statement on Academic and Professional Integrity](#)."

Student Initiated Administrative Review Process. By completing the attached form, the student certifies that informal resolution was attempted, or could not be attempted, with the student's faculty advisor (even if the faculty advisor is not the source of the concern). The student also certifies that informal resolution was attempted with the ME Graduate Chair or ME Department Chair. Finally, the student certifies that informal resolution was attempted with the CoE Dispute Resolution Officer (Angela Farrehi, 143 Chrysler Center, 647-7106).

After these steps are completed, the student fills out the attached form and specifies whether it is preferred that the Department Chair or the Graduate Chair shall lead the investigation (that person shall be called the 'Investigative Chair'). **All SIARs will be respected as sensitive to the parties involved but cannot be maintained as confidential due to the nature of the resolution process.** The Department Chair can defer the lead to the Graduate Chair as long as no conflict of interest exists with the Graduate Chair. Any party that is directly or tangibly involved with the dispute shall recuse themselves from the investigation process. The following steps then occur:

1. The Investigative Chair Reviews the Request. The Department Chair is informed of all SIAR submissions.
2. A determination is made whether the SIAR process is appropriate. If not, it is referred to another University Unit.
3. An initial process of data collection begins that will be completed within 21 days of initial submission of the SIAR application.
4. An arbitration panel is convened to hear the case within 30 days of initial submission. The panel is comprised of the Graduate Program Committee (which includes one student elected by the ME Graduate Council) in addition to one arbitration officer elected by the ME Graduate Council to serve a one year renewable term.
5. The arbitration panel convenes a meeting to discuss the case. It will invite witnesses as appropriate and will discuss the case and make a recommendation.
6. This recommendation will be documented briefly on the original SIAR request form.
7. This recommendation is returned to the student and forwarded to the ME Department Chair as well as the CoE Dispute Resolution Officer (Angela Farrehi, 143 Chrysler Center, 647-7106).

After these seven steps, the student may choose to proceed to Step E above, after which Step F may be considered if the situation is not resolved to the satisfaction of the student.