

Grievances and Review Board

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Grievances & Review Board

If you wish to petition the department to dispute charges or policy, you must request a Review Board appointment. Start by meeting with the relevant Area Manager to determine if your question or dispute can be solved without a review board. If not, the Area Manager will provide you with a [Review Board Application](#) which must be submitted to the Review Board Administrator, [Alicia Glover](#).

When the review board convenes, it will consist of, at least:

- Chairperson's Designate
- Administrative Director
- Budget Office Director
- Director of Production

The board will hear all sides of the issue from you and relevant staff. You may bring other students with you to corroborate events. Within a few days, the board will make a decision about your liability and/or request. You will be notified by email.

Note: For negligence or a large loss, a departmental review is required to discuss the incident and future access to equipment and insurance.

July 2020, Jacobs