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UW School of Pharmacy Graduate Student Academic Grievance Process

The academic grievance procedure for graduate students is intended to ensure uniform and fair application of program, department, unit, or university-level academic policy and adhere to the principles outlined in [Executive Order 58](#) for undergraduate and professional students. This grievance procedure for graduate students is developed in alignment with EO 58 and is adapted for implementation within the UW School of Pharmacy.

Graduate students who believe they have been subjected to unfair treatment in the administration of academic policies may seek resolution of their complaints as described below. *Note that the following areas have their own procedures and policies and are excluded from this process:*

- Students contesting individual grades or academic evaluations should refer to the Change of Grade Procedure contained in the [Scholastic Regulations, Chapter 110, Section 2](#).
- Students who believe they have been discriminated against on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or veteran should refer to the Resolution of Complaints Against University Employees Procedure contained in [University of Washington Administrative Policy Statement 46.3](#).
- Student disciplinary proceedings for misconduct, including plagiarism and cheating, fall under the provisions of the Student Conduct Code contained in the [Student Policies Chapter 209](#) and [Chapter 478-120 WAC](#).
- Procedures related to the Civil Rights Compliance Office
<https://www.washington.edu/civilrights/making-a-report/make-a-report/>
It is worth noting that UW employees are obligated to report claims of discrimination, harassment, and retaliation to the Civil Rights Compliance Office.
- Procedures and issues related to Academic Student Employment
<https://hr.uw.edu/labor/academic-and-student-unions/uaw-ase/ase-contract>

Stage 1: Informal Conciliation

The student should first attempt to resolve a grievance with the faculty or staff member(s) most directly concerned. If discussion with the faculty or staff member(s) concerned does not resolve the grievance, the student should contact the Department Chair or Supervisor respectively within 10 business days of the discussion with the faculty or staff member. If this discussion does not result in resolution of the grievance, the student needs to request the [Associate Dean for Research and Graduate Education](#) or the [UW Ombud](#) to conciliate and identify if a particular policy (or policies) has been potentially unfairly applied. If the grievance is not resolved in the conciliation stage, and once a particular policy (or policies) has been identified as potentially unfairly applied, the grievance procedure may move to the next stage.

Note1: The student initiating the grievance process needs to be in graduate student status during the incident (i.e. registered or on leave)

Note 2: If a student believes that consulting with the Department Chair or Dean (or Associate) presents a conflict of interest, or if the grievance involves either individual, the student may seek guidance from the Graduate Program Director, the Associate Dean for Graduate Education or the University's Ombuds office.

Stage 2: Initiation of Formal Complaint

If ten working days passed after Stage 1 and the issue is not reconciled, the student can submit a written complaint to the Dean (or Associate Dean of Research and Graduated Education) identifying the specific program, school, or university academic policy that was violated or unevenly applied to initiate a Formal Complaint.

The Dean shall activate a School of Pharmacy Academic Grievance Committee. The Dean shall appoint an administrator or other senior faculty member to serve as Chairperson, as well as two ad hoc faculty members and two students to serve on this Committee. The Dean shall consult with representative members of the student body for nominations of student members. No person who has an obvious conflict of interest shall be appointed. Appointments of student members shall be from graduate program other than that of the complainant.

A written formal grievance letter will then be referred to the Chairperson of the School of Pharmacy Academic Grievance Committee who shall within five working days (hereafter, time limitations are stated in working days) of its receipt, notify the student and the faculty or staff concerned of the membership of the Committee. The student and the faculty or staff member concerned shall then have the right to exercise one peremptory challenge of Committee membership. If a challenge is made, the Dean shall designate another faculty or student member to replace the member challenged. All members of the Committee shall have the right to vote upon any matter that may come before it. No faculty member of the Committee shall be from the department of any of the parties to the grievance.

Hearing Procedures

When a student has filed a formal complaint, the Chairperson of the Academic Grievance Committee shall distribute a copy of the complaint to each faculty or academic staff person directly involved. The Chairperson shall establish a time and place for a hearing to be held within five working days from the date of final determination of the Committee membership, unless for good reason stated in writing to the complainant and other concerned parties, the Chairperson schedules the hearing for a later specified date (i.e. summer quarter). The Chairperson shall announce the time and place of the hearing to the student, the member(s) of the faculty and staff involved, the Dean, the chairperson of the department and all other prospective witnesses. A list of the people notified will be given to the student and the other individuals directly involved.

Hearings will be conducted in closed session except when, and to the extent, mutually agreed upon and documented in writing by the student and faculty or staff involved. All parties may present evidence and testimony necessary either to establish or refute the alleged grievance. Only evidence presented at the hearing will be considered in determining the validity of the complaint. Hearings may be continued until all evidence has been presented (not to exceed 5 working days). An adequate summary of the proceedings shall be kept and include, as a minimum requirement, audio recording of the proceedings, provided by the school. The Dean shall retain such summary until the student graduates to ensure adequate review, if requested. Upon graduation the summary shall be destroyed.

Within five working days after the hearing adjourns, the panel shall present to the Dean its report (in person or virtually), including findings, conclusions, and recommendations for action. The Committee shall reach its findings and recommendations by a majority vote of all the members. Dissenting opinions, if desired, may be presented with the majority report. The Dean (or Associate Dean of Research if in conflict), within five working days after receipt of the Committee report, shall issue his decision as to the action to be taken on the grievance. The Dean's decision shall include an evaluation of the validity of the grievance and a statement of the action to be taken. Copies of the decision shall be transmitted to the student, the faculty and staff member(s) involved, their chairperson, and the Grievance Committee.

Stage 3: Appeal to Dean of the Graduate School

Within 15 working days of the conclusion of the school or college-level grievance procedure, a graduate student may file an appeal with the Dean of The Graduate School alleging a lack of procedural uniformity in the unit's application of their grievance procedure. The complaint must be initiated by a written statement that indicates the exact nature of the non-uniformity including the date(s) the action(s) occurred; the deviation of the grievance procedure from the unit's documented procedure, [EO 58](#), or from other applications of grievance procedure within the unit; and the relief requested. The

statement should also include a description of the results of the unit-level procedure, as well as any background information that the student deems pertinent to the complaint.

Graduate School Associate Deans or Directors will review the appeal, consult with the unit and allow a written response, and recommend to the Graduate School Dean whether further action is warranted. Evaluation criteria will be whether the unit-level grievance procedure is clearly articulated and available to all students, as well as whether it was uniformly applied in the student's case. The Dean of the Graduate School or their designee will notify the student and academic unit leader within 15 working days during an academic quarter of submission of the formal complaint by the student of their determination and any recommended remediation.

Other Resources

The following University resources are also available for student support.

[Bias and Misconduct Resources \(School of Pharmacy\)](#)

[Office of the Ombud](#): (206) 543-6028

[Civil Rights Compliance Office](#) (includes Title IX): (206) 616-2028