

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Grievance Procedures		SOP #: GA.014.00
Effective Date	9.27.2021	
Last Revision/Review		

1. Purpose

Procedures for the College grievance process.

2. Related Policy/Authority

Policy B2040 Grievance

SOP HR.015 Grievance Process

SOP SA.015 Student Conduct Violation Investigation

SOP RSP.021 Research Misconduct Proceeding

3. Faculty/Staff Responsibilities

Office of Compliance: Ensure process below is followed

Office of Human Resources: Conduct investigations for employees or contract faculty/staff

Office of Student Affairs: Conduct investigations for non-academic student related allegations

Office of Pre-Clinical Education: Conduct investigations for academic related allegations

Title IX Coordinator: Conduct investigation/procedures for Title IX allegations

5. Procedural Steps

1. The College has a formal grievance submission form on the College's main webpage.
2. When submitting a grievance, individuals will have the option to submit a grievance anonymously or identify themselves.
3. Upon receipt of the grievance, the Office of Compliance will expeditiously respond to the complainant and notify the complainant receipt of the grievance.
4. The office of Compliance will complete a preliminary review to determine if a formal investigation is warranted or if the complaint can be resolved through informal resolution.
5. If the determination is made to complete a formal investigation on the alleged misconduct, the complainant will be notified that a formal investigation is warranted and the grievance is being forwarded to the appropriate department listed below:
 - a. Human Resources: all grievances that are employee or contract related will be forward to the Office of Human Resources. The Office of Human Resources follows SOP HR.015 upon receipt.
 - b. Student Affairs: all grievances that are involving non-academic student related issues are forwarded to the Office of Student Affairs. Upon receipt, Office of Student Affairs follows SOP SA.015.
 - c. Office of Pre-Clinical Education: all grievances involving academic allegations will be forwarded to the Office of Pre-Clinical Education.
 - d. Title IX Coordinator: Any grievance with potential Title IX allegations will be forwarded to the Title IX Coordinator. The Title IX Coordinator will follow [Burrell College Title IX Procedures](#).
 - e. Office of Research and Sponsored Programs: Any research related complaint will be forwarded to the Office of RSP, the Office of RSP will follow SOP RSP.021.

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6. Once the grievance has been resolved by the appropriate department, a written description of the resolution will be forwarded to the Office of Compliance.
7. If the complainant has identified themselves, the complainant will be notified in writing of the resolution.
8. If an individual is not satisfied with the decision of the grievance review process, the following applies:
 - a. Employee/Contract: may file an appeal with the President of the College.
 - b. Student: may file an appeal with the College Dean.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

Reviewed annually by the Office of Compliance.

8. Signature

Signatures on File

Department Head of Office of Compliance

9.27.2021

Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date