E. Reporting
The University encourages students to report all incidents of sexual assault to the University Police, to a counselor in Counseling Services, or to the Dean of Students: 503-5269, 503-5195, 503-5381 or 503-5196 (evenings). The adverse emotional impact following sexual assault can be severe. The long-term effects of the trauma of sexual violence can have serious and lasting psychological consequences. The University recognizes the importance of competent, comprehensive, sensitive professional help. Do not hesitate to contact any one of the offices listed as soon as possible to report any incident of sexual violence:

- Counseling Services is an on-campus resource that provides free counseling visits to students. The phone number is 503-5195.
- University Police will provide on-going assistance in pursuing criminal prosecution. The phone number is 503-5911. They can also put a victim/survivor in touch with other local Victim/Witness Services.
- University Housing is available to assist a victim with housing needs, such as relocation. They can be reached at 503-5422.

Time is absolutely critical when reporting a sexual assault. The sooner an assault is reported the easier it is to collect valuable evidence.

VI. Student Grievance Procedures

A. Policy for Academic Grievances
Each school has developed its own policy for academic grievances. Any student having a grievance should start the process by first discussing the problem with the faculty member concerned. If the problem is not resolved, the student should speak with the dean of the school. An appeal to the executive vice chancellor for academic affairs is the next step if the problem is still unresolved. Academic grievances include, but are not limited to: grading, acceptance into programs, academic policies, and transfer credits.

B. Policy for Non-Academic Grievances
A grievance is defined as a dissatisfaction occurring when a student thinks that any condition affecting him/her is unjust, inequitable or creates an unnecessary hardship. Such grievances include, but are not limited to, the following problems: mistreatment by any University employee, wrongful assessment and processing of fees, records and registration errors, racial discrimination, sex discrimination, and discrimination based on disability, as they relate to non-academic areas of the University. The grievance procedure shall not be used for appeals of disciplinary decisions, residency classification decisions, traffic appeals decisions or any other type decision where a clearly defined appeals process has already been established. Non-Academic grievances related to the University’s non-discrimination and equal opportunity policies should be reported to the dean of students, and to the director of equal opportunity programs. The procedure is as follows:

The initial phase of the student grievance procedure requires an oral discussion between the student and the immediate supervisor of the person(s) alleged to have caused the grievance. If the student wishes to file an official grievance, a grievance form may be completed and filed with the immediate supervisor of the person alleged to have caused the grievance. The form should be filed with the person’s immediate supervisor within five (5) working days of the initial discussion referred to above. The supervisor shall immediately investigate the incident and render a decision. If the student feels the grievance is resolved, the process is complete. If the grievance is unresolved, the student may bring the matter before the dean of students by presenting a written statement within ten (10) working days of the supervisor’s decision. The Dean of Students will investigate and render a decision within 10 working days.

C. Policy for Disability-Related Grievances
Any university student who believes s/he has been subjected to discrimination on the basis of disability, or has been denied access or accommodation required by law may invoke a grievance procedure and may expect an expedient and equitable resolution. The grievance should be addressed to the ADA Coordinator.

- The grievance should be filed within 30 calendar days of the date of the alleged discrimination.
- The grievance must include contact information for the student and a thorough description of the complaint. The student may submit supporting evidence, such as documentation from appropriate medical professionals, documents exchanged between the student and the university, witness testimony, etc.
- The ADA Coordinator will review the submitted grievance and may conduct informational interviews with the student and/or other campus personnel.