

SECTION TEN: LAST BUT NOT LEAST...

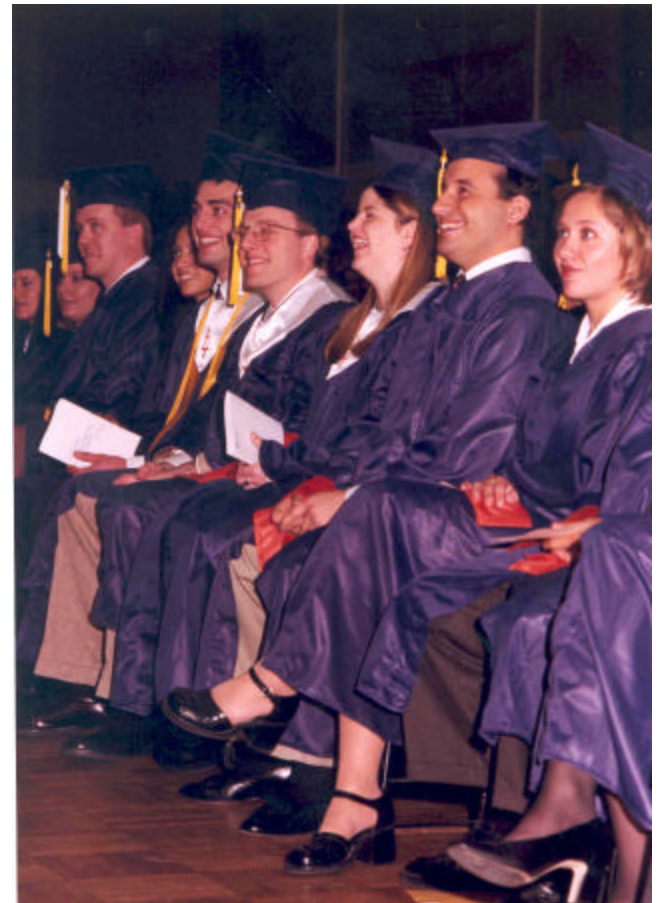


**Lawrence A.
Kennedy**

Dean

UIC COMMENCEMENT

Each May, on the first Sunday following finals week, the campus holds its commencement for all the graduates of the preceding summer, fall and spring semesters. Commencement is the official graduation ceremony of the University at which degrees are conferred by the President of the University of Illinois. Students receiving advanced degrees are hooded and various honors are bestowed. The ceremony is held at the Pavilion which provides a wonderful setting for the traditional processional of robed faculty, graduates, members of the Board of Trustees of the University and honored guests.



COLLEGE OF ENGINEERING CONVOCATION

At the end of the fall and spring semesters, the College of Engineering holds a special convocation that brings together the College's deans, faculty, staff, alumni, relatives and friends to honor engineering graduates. The ceremony includes a formal processional and acknowledgment of the graduates, who are called to the stage by name and recognized for their achievements. It is a more personal event, especially for undergraduates.

Photos courtesy of Chappell Graduation Images.

REGISTRATION AS A PROFESSIONAL ENGINEER (P.E.)

States register (license) engineers in order to safeguard life, health and property and to promote the public welfare. State boards regulate the practice of engineering by setting minimum standards of competence and conduct for those who become registered as professional engineers. Registration symbolizes the fulfillment of the engineering profession's standards and is becoming increasingly important to career development.

At present, registration in the State of Illinois is voluntary and has these requirements:

- ? obtain a B.S. degree from an accredited engineering curriculum
- ? acquire four years of accepted professional experience
- ? satisfactorily complete the "Fundamentals of Engineering" examination
- ? and then pass the "Principles and Practice of Engineering" exam. Both exams are administered by the Illinois Department of Registration and Education.

For more information, visit the National Council of Examiners for Engineers and Surveyors (NCES) website at: <http://www.ncess.org/>

Part I: Fundamentals of Engineering Examination

The "Fundamentals of Engineering" exam is the first part of the P.E. exam. It leads to the designation of "Engineer-in-Training" (EIT) and is the first step toward the P.E. License. Seniors within one year of graduation or graduates of accredited engineering curricula are eligible to take this exam that covers math, physics, chemistry, and the basic engineering sciences.

The College has arranged for registered seniors to complete registration for the EIT exam on campus. In addition, Tau Beta Pi sponsors EIT review courses taught by our faculty to help students prepare for the exam. Information on these exams, how to apply to take them, and information about review courses offered is available in the Undergraduate Office, Room 123 SEO.

Part II: Principles and Practice of Engineering Examination

The second part of the P.E. exam focuses on the engineering specialties. Engineering graduates who have passed the EIT exam and have four years of approved experience are eligible to take the Professional Engineers exam.

ALUMNI ASSOCIATION

In December of 1972, the Chicago Circle Engineering Alumni Association became an official constituent group of the University of Illinois Alumni Association. A small group of engineering graduates formed the Association, now known as the UIC Engineering Alumni Association (EAA), with the idea of promoting the continued academic, professional and personal development of graduates of the College of Engineering. For more than 25 years the EAA has offered a wide variety of programs that address this mission, while also actively involving alumni in various college programs and activities.

In 1996, junior members of the EAA formed the Young Engineers Network (YEN) and developed programs specifically targeted to alumni who have graduated within the last ten years. YEN programs provide opportunities for new graduates to network with their peers from a diverse set of industries while meeting the specific needs of younger alumni. Some of the YEN activities include Social/Business Card Exchange, Financial Planning and Investing Seminars and a golf outing that had the goal of raising funds to endow a student scholarship.

Both YEN and EAA members provide services throughout the year to the College and engineering student body by serving as speakers in the engineering orientation classes, judges at the annual Senior Design EXPO, counselors during the annual engineering career prep day for graduating seniors, panel members discussing "Life after UIC" during E-Week, and encouraging their employers to recruit from UIC at the annual Engineering Career Fair. To contact the Engineering Alumni Association, call Alia Khan at (312) 413-7619, or e-mail aaa@uic.edu. You can also visit the web site at: <http://eaa.pages.uic.edu>

THE NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS CODE OF ETHICS

Preamble

Engineering is an important and learned profession. As members of this profession, engineers are expected to exhibit the highest standards of honesty and integrity. Engineering has a direct and vital impact on the quality of life for all people. Accordingly, the services provided by engineers require honesty, impartiality, fairness and equity, and must be dedicated to the protection of the public health, safety, and welfare. Engineers must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct.

I. Fundamental Canons

Engineers, in the fulfillment of their professional duties, shall:

1. Hold paramount the safety, health and welfare of the public.
2. Perform services only in areas of their competence.
3. Issue public statements only in an objective and truthful manner.
4. Act for each employer or client as faithful agents or trustees.
5. Avoid deceptive acts.
6. Conduct themselves honorably, responsibly, ethically, and lawfully so as to enhance the honor, reputation, and usefulness of the profession.

II. Rules of Practice

1. Engineers shall hold paramount the safety, health, and welfare of the public.
 - a. If engineers' judgment is overruled under circumstances that endanger life or property, they shall notify their employer or client and such other authority as may be appropriate.
 - b. Engineers shall approve only those engineering documents that are in conformity with applicable standards.
 - c. Engineers shall not reveal facts, data or information without the prior consent of the client or employer except as authorized or required by law or this Code.
 - d. Engineers shall not permit the use of their name or associate in business ventures with any person or firm that they believe are engaged in fraudulent or dishonest enterprise.
 - e. Engineers shall not aid or abet the unlawful practice of engineering by a person or firm.
 - f. Engineers having knowledge of any alleged violation of this Code shall report thereon to appropriate professional bodies and, when relevant, also to public authorities, and cooperate with the proper authorities in furnishing such information or assistance as may be required.
2. Engineers shall perform services only in the areas of their competence.
 - a. Engineers shall undertake assignments only when qualified by education or experience in the specific technical fields involved.
 - b. Engineers shall not affix their signatures to any plans or documents dealing with subject matter in which they lack competence, nor to any plan or document not prepared under their direction and control.
 - c. Engineers may accept assignments and assume responsibility for coordination of an entire project and sign and seal the engineering documents for the entire project, provided that each technical segment is signed and sealed only by the qualified engineers who prepared the segment.
3. Engineers shall issue public statements only in an objective and truthful manner.
 - a. Engineers shall be objective and truthful in professional reports, statements, or testimony. They shall include all relevant and pertinent information in such reports, statements, or testimony, which should bear the date indicating when it was current.
 - b. Engineers may express publicly technical opinions that are founded upon knowledge of the facts and competence in the subject matter.
 - c. Engineers shall issue no statements, criticisms, or arguments on technical matters that are inspired or paid for by interested parties, unless they have prefaced their comments by explicitly identifying the interested parties on whose behalf they are speaking, and by revealing the existence of any interest the engineers may have in the matters.
4. Engineers shall act for each employer or client as faithful agents or trustees.
 - a. Engineers shall disclose all known or potential conflicts of interest that could influence or appear to influence their judgment or the quality of their services.

- b. Engineers shall not accept compensation, financial or otherwise, from more than one party for services on the same project, or for services pertaining to the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.
 - c. Engineers shall not solicit or accept financial or other valuable consideration, directly or indirectly, from outside agents in connection with the work for which they are responsible.
 - d. Engineers in public service as members, advisors, or employees of a governmental or quasi-governmental body or department shall not participate in decisions with respect to services solicited or provided by them or their organizations in private or public engineering practice.
 - e. Engineers shall not solicit or accept a contract from a governmental body on which a principal or officer of their organization serves as a member.
5. Engineers shall avoid deceptive acts.
- a. Engineers shall not falsify their qualifications or permit misrepresentation of their or their associates' qualifications. They shall not misrepresent or exaggerate their responsibility in or for the subject matter of prior assignments. Brochures or other presentations incident to the solicitation of employment shall not misrepresent pertinent facts concerning employers, employees, associates, joint venturers, or past accomplishments.
 - b. Engineers shall not offer, give, solicit or receive, either directly or indirectly, any contribution to influence the award of a contract by public authority, or which may be reasonably construed by the public as having the effect of intent to influencing the awarding of a contract. They shall not offer any gift or other valuable consideration in order to secure work. They shall not pay a commission, percentage, or brokerage fee in order to secure work, except to a bona fide employee or bona fide established commercial or marketing agencies retained by them.

III. Professional Obligations

1. Engineers shall be guided in all their relations by the highest standards of honesty and integrity.
 - a. Engineers shall acknowledge their errors and shall not distort or alter the facts.
 - b. Engineers shall advise their clients or employers when they believe a project will not be successful.
 - c. Engineers shall not accept outside employment to the detriment of their regular work or interest. Before accepting any outside engineering employment they will notify their employers.
 - d. Engineers shall not attempt to attract an engineer from another employer by false or misleading pretenses.
 - e. Engineers shall not promote their own interest at the expense of the dignity and integrity of the profession.
2. Engineers shall at all times strive to serve the public interest.
 - a. Engineers shall seek opportunities to participate in civic affairs; career guidance for youths; and work for the advancement of the safety, health and well-being of their community.
 - b. Engineers shall not complete, sign, or seal plans and/or specifications that are not in conformity with applicable engineering standards. If the client or employer insists on such unprofessional conduct, they shall notify the proper authorities and withdraw from further service on the project.
 - c. Engineers shall endeavor to extend public knowledge and appreciation of engineering and its achievements.
3. Engineers shall avoid all conduct or practice that deceives the public.
 - a. Engineers shall avoid the use of statements containing a material misrepresentation of fact or omitting a material fact.
 - b. Consistent with the foregoing, Engineers may advertise for recruitment of personnel.
 - c. Consistent with the foregoing, Engineers may prepare articles for the lay or technical press, but such articles shall not imply credit to the author for work performed by others.
4. Engineers shall not disclose, without consent, confidential information concerning the business affairs or technical processes of any present or former client or employer, or public body on which they serve.
 - a. Engineers shall not, without the consent of all interested parties, promote or arrange for new employment or practice in connection with a specific project for which the Engineer has gained particular and specialized knowledge.
 - b. Engineers shall not, without the consent of all interested parties, participate in or represent an adversary interest in connection with a specific project or proceeding in which the Engineer has gained particular specialized knowledge on behalf of a former client or employer.
5. Engineers shall not be influenced in their professional duties by conflicting interests.
 - a. Engineers shall not accept financial or other considerations, including free engineering designs,

- from material or equipment suppliers for specifying their product.
- b. Engineers shall not accept commissions or allowances, directly or indirectly, from contractors or other parties dealing with clients or employers of the Engineer in connection with work for which the Engineer is responsible.
6. *Engineers shall not attempt to obtain employment or advancement or professional engagements by untruthfully criticizing other engineers, or by other improper or questionable methods.*
- a. Engineers shall not request, propose, or accept a commission on a contingent basis under circumstances in which their judgment may be compromised.
 - b. Engineers in salaried positions shall accept part-time engineering work only to the extent consistent with policies of the employer and in accordance with ethical considerations.
 - c. Engineers shall not, without consent, use equipment, supplies, laboratory, or office facilities of an employer to carry on outside private practice.
7. Engineers shall not attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation, prospects, practice, or employment of other engineers. Engineers who believe others are guilty of unethical or illegal practice shall present such information to the proper authority for action.
- a. Engineers in private practice shall not review the work of another engineer for the same client, except with the knowledge of such engineer, or unless the connection of such engineer with the work has been terminated.
 - b. Engineers in governmental, industrial, or educational employ are entitled to review and evaluate the work of other engineers when so required by their employment duties.
 - c. Engineers in sales or industrial employ are entitled to make engineering comparisons of represented products with products of other suppliers.
8. Engineers shall accept personal responsibility for their professional activities, provided, however, that Engineers may seek indemnification for services arising out of their practice for other than gross negligence, where the Engineer's interests cannot otherwise be protected.
- a. Engineers shall conform with state registration laws in the practice of engineering.
 - b. Engineers shall not use association with a nonengineer, a corporation, or partnership as a "cloak" for unethical acts.
9. Engineers shall give credit for engineering work to those to whom credit is due, and will recognize the proprietary interests of others.
- a. Engineers shall, whenever possible, name the person or persons who may be individually responsible for designs, inventions, writings, or other accomplishments.
 - b. Engineers using designs supplied by a client recognize that the designs remain the property of the client and may not be duplicated by the Engineer for others without express permission.
 - c. Engineers, before undertaking work for others in connection with which the Engineer may make improvements, plans, designs, inventions, or other records that may justify copyrights or patents, should enter into a positive agreement regarding ownership.
 - d. Engineers' designs, data, records, and notes referring exclusively to an employer's work are the employer's property. Employer should indemnify the Engineer for use of the information for any purpose other than the original purpose.

As Revised July 2002

"By order of the United States District Court for the District of Columbia, former Section 11(c) of the NSPE Code of Ethics prohibiting competitive bidding, and all policy statements, opinions, rulings or other guidelines interpreting its scope, have been rescinded as unlawfully interfering with the legal right of engineers, protected under the antitrust laws, to provide price information to prospective clients; accordingly, nothing contained in the NSPE Code of Ethics, policy statements, opinions, rulings or other guidelines prohibits the submission of price quotations or competitive bids for engineering services at any time or in any amount."

Statement by NSPE Executive Committee:

In order to correct misunderstandings which have been indicated in some instances since the issuance of the Supreme Court decision and the entry of the Final Judgment, it is noted that in its decision of April 25, 1978, the Supreme Court of the United States declared: "The Sherman Act does not require competitive bidding."

It is further noted that as made clear in the Supreme Court decision:

1. Engineers and firms may individually refuse to bid for engineering services.
2. Clients are not required to seek bids for engineering services.
3. Federal, state, and local laws governing procedures to procure engineering services are not affected, and remain in full force and effect.
4. State societies and local chapters are free to actively and aggressively seek legislation for professional selection and negotiation procedures by public agencies.
5. State registration board rules of professional conduct, including rules prohibiting competitive bidding for engineering services, are not affected and remain in full force and effect. State registration boards with authority to adopt rules of professional conduct may adopt rules governing procedures to obtain engineering services.
6. As noted by the Supreme Court, "nothing in the judgment prevents NSPE and its members from attempting to influence governmental action . . ."

NOTE: In regard to the question of application of the Code to corporations vis-à-vis real persons, business form or type should not negate nor influence conformance of individuals to the Code. The Code deals with professional services, which services must be performed by real persons. Real persons in turn establish and implement policies within business structures. The Code is clearly written to apply to the Engineer and items incumbent on members of NSPE to endeavor to live up to its provisions. This applies to all pertinent sections of the Code.

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NSPE CODE OF ETHICS FOR ENGINEERS ENGINEERS' CREED

As a Professional Engineer, I dedicate my professional knowledge and skill to the advancement and betterment of human welfare.

I pledge:

To give the utmost of performance;

To participate in none but honest enterprise;

To live and work according to the laws of man and the highest standards of professional conduct;

To place service before profit, the honor and standing of the profession before personal advantage, and the public welfare above all other considerations.

In humility and with need for Divine Guidance, I make this pledge.

Adopted by National Society of Professional Engineers, June 1954

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TIPS FOR WRITING A RESUME

Format/Layout Rules

1. Set your margins at 1.0 inch on each side and at least .5 inch on the bottom (you can adjust the right margin later if needed).
2. Use no more than two different fonts--nothing too fancy or difficult to read/scan-- and keep the text size at 11 or 12 points.
3. Your resume should be one page unless you have a PhD or 5+ years of work experience.
4. Always print on a laser printer for a good clean copy.
5. Follow the format exactly as you see in the samples following. (This is critical for this assignment)
6. **SPELL CHECK!**

See the Sample Resumes Following these Tips

Content Rules

1. Your contact information should be current, and you should have an answering machine or voice mail on the phone number you list.
2. Be honest about all resume information and be prepared to discuss anything you list on your resume. For example, if you have attended more than one college or university, list them, but be prepared to discuss why in an interview. (Once you are about to graduate, listing only the institution(s) from which you received a degree is acceptable.)
3. Do not list high school, or activities related to it (**exception:** acceptable for underclassmen with worthy activities to list)
4. The objective should be short and sweet--not wordy. This is here simply to give the employer direction as to what type of job you are looking for. An example would be: *to obtain a part-time position related to my major while completing my bachelor's degree.*
5. When listing your work experience, avoid phrases like "responsibilities included" and "duties" followed by a laundry list of things you did. Think for a moment about each job you have had, and the most important task that you were assigned. Lead with that task. Use action verbs to start off your phrases or sentences, i.e. "developed and implemented a marketing plan to increase membership in the IEEE at UIC" . (See the samples following.) Use a backward chronological format, with your most recent work experience listed first.
6. Wherever possible use a results-oriented approach to describe your past experience. Think about how you brought about change or improved a situation, and try to quantify this result wherever possible.
7. List your course work by the full name of the course, not the course number. For example, "General College Chemistry I" rather than "Chem 112", which has no meaning to employers.
8. Be careful what you list in the activities and interests section. This can be a real clue for potential employers as to your energy level and motivation. Don't list passive activities such as "web surfing" "watching movies" or "playing video games". (Designing web pages, making movies or developing video games would be great additions to your resume. Do you see the difference?) You would be better served listing activities like team sports, volunteer activities, and hobbies that require knowledge and skill level, like chess, if that is an interest of yours.

SAMPLE RESUME FOR TRANSFER STUDENT

Jennifer Smith
851 S. Morgan St.
Chicago, IL 60607-7050
312/996-2238
jsmith@uic.edu

OBJECTIVE To obtain a full-time summer position related to my major

EDUCATION **University of Illinois at Chicago (UIC)**
Bachelor of Science in Computer Engineering
Minor: Electrical Engineering
GPA: 4.75, to be awarded May 2003

William Rainey Harper College
Associate of Science in Engineering
GPA: 5.0, June 2000

COURSE WORK

Calculus I, II, II	Physics I, II
General Chemistry I	Intro to Differential Equations
Intro to Computing	Intro to Programming
Foundations of Computer Science	Engineering Economy

COMPUTER SKILLS

Languages: FORTRAN, HTML, C, C++, JavaScript

Systems: MS-DOS, UNIX, Macintosh, Windows: 98, & NT

Software: MS Word, MS Excel, Lotus 1-2-3, WordPerfect, MS FrontPage

EXPERIENCE **ANOBI Technology Corporation**, Chicago, IL, June 2000 - present
IS Support: handle a daily average of 10 help desk calls, install, repair, and configure PCs, inventory equipment for entire office. Developed the first training manual for new interns, and trained 2 new IS support interns.

Harper College, Palatine, IL, September 1999 to June 2000
Computer Lab Assistant: Novell Netware system administration, UNIX system administration, maintained user accounts, installed network software, troubleshoot network problems, repaired and installed PCs.

MEMBERSHIPS

Dean's List, member, UIC, Spring 2001
Tau Beta Pi, member, UIC, 2000 to present
Association for Computing Machinery, webmaster, UIC, 2001
Computers For Kids, Vice President, Harper College, 1999

ACTIVITIES Tennis, racquetball, jogging, church volunteer to shut-ins, math tutor

REFERENCES Available upon request

**UIC COLLEGE OF ENGINEERING
ACADEMIC PLAN FOR ENGINEERING STUDENTS**

Student's name: _____ Major: _____

Complete your academic schedule showing classes you would like to take each semester until graduation. Use the curriculum outline shown in the UIC catalog for your major and check to see if the course you need will be offered when you need it, (this is NOT ALWAYS THE CASE). The schedule you complete is not "official". It is merely meant to assist you and your faculty advisor when you meet later this semester.

FALL SEMESTER 2002

SPRING SEMESTER 2003

SUMMER SESSION 2003

FALL SEMESTER 2003

SPRING SEMESTER 2004

SUMMER SESSION 2004

FALL SEMESTER 2004

SPRING SEMESTER 2005

SUMMER SESSION 2005

FALL SEMESTER 2005

SPRING SEMESTER 2006

SUMMER SESSION 2006

FALL SEMESTER 2006

SPRING SEMESTER 2007

SUMMER SESSION 2007

FALL SEMESTER 2007

NOTES:

This is not an official schedule. This exercise is to assist students in planning their academic schedules.

Nondiscrimination Statement

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, sex, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.

**Policy Council
Revised May 31, 2005**

For additional information or assistance with the equal opportunity, affirmative action, and harassment policies and procedures of the University of Illinois at Chicago, please contact:

**Office for Access and Equity (M/C 602)
717 Marshfield Avenue Building
809 South Marshfield Avenue
Chicago, IL 60612-7207
(312) 996-8670**

*Taken from the UIC Office for Access and Equity website:
<http://www.uic.edu/depts/oea/>*

**PUBLIC FORMAL GRIEVANCE PROCEDURES
UNIVERSITY OF ILLINOIS AT CHICAGO**

I. INTRODUCTION

These procedures have been implemented to address complaints of discrimination on the basis of age and/or disability in any activity, policy, rule, standard, or method of administration that is related to the operation of University's programs.

II. ELIGIBILITY

These procedures may be used by any member of the public who alleges age (Under the Age Discrimination Act) or disability (Under Title II of the Americans with Disabilities Act) discrimination on the basis of class. However, anyone who wishes to challenge a decision made about them by an agent of the University of Illinois at Chicago (UIC) in the course of their employment or enrollment at UIC must utilize the UIC Academic Grievance Procedures.

III. DEFINITIONS

- A. GRIEVANCE: A written statement submitted by a Grievant identifying the activity, policy, rule, standard or method of administration he/she claims to be discriminatory on the basis of age and/or disability and explaining the manner in which that activity, policy, rule, standard or method of administration discriminates. All Grievances must be signed by the Grievant and must outline the Grievant's allegations in as much detail as possible.
- B. GRIEVANT: Any member of the public who submits a Grievance.
- C. GRIEVANCE OFFICER: The assigned investigator of the UIC Office for Access and Equity can be contacted at the address below:
- Office for Access and Equity (M/C 602)
809 South Marshfield Avenue, Room 718
Chicago, IL 60612-7207
(312) 996-8670 Fax (312) 413-0055
www.uic.edu/depts/oea/
- D. APPEALS OFFICER: The Associate Chancellor for Access and Equity or his/her designee.
- E. DAYS: Any reference to "days" herein shall refer to business days (excluding weekends and federal holidays).
- F. RECORD: The complete record of a Grievance will consist of the original Grievance and any supporting information or documentation submitted with that Grievance, the Grievance Officer's findings, the Appeal (if any) and any additional information or documentation submitted with the Appeal, the Appeal Officer's findings, and any communications and notices relative to the Grievance. The Record will be maintained for at least five (5) years following the final decision.

IV. GRIEVANCE PROCESS

- A. FILING OF THE GRIEVANCE: The Grievant must file his/her Grievance with the Grievance Officer no later than ten (10) days after he/she becomes aware of the offending activity, policy, standard or method of administration.
- B. INVESTIGATION: The Grievance Officer shall conduct an appropriate investigation of the issues raised in the Grievance. The Grievant shall be given an opportunity to submit any relevant evidence he/she may have to support the Grievance. Within fourteen days (14) of submission of the Grievance, the Grievance Officer shall issue his/her findings. In the event the Grievance Officer finds evidence of discrimination in the activity, policy, standard or method of administration, he/she shall make recommendations for change(s) and shall coordinate the efforts for change(s) with the department/unit/college whose activity, policy, standard or method of administration is at issue. Furthermore, in the event that the individual was adversely affected by a decision made pursuant to a discriminatory process, policy, activity, standard or method of administration, the individual will be given the opportunity for the decision to be reconsidered according to the revised process, policy, etc... In those cases where the Grievance Officer finds no evidence of discrimination, he/she shall send written notice of that finding to the Grievant within that 14-day time period. Said notice shall inform the Grievant of his/her right to appeal the finding to the Appeals Officer within five (5) days of receipt of the notice.
- C. APPEAL: An appeal of the Grievance Officer's findings must be in writing and must state the basis for the appeal, providing any additional evidence or information that may support the Grievant's claim of discrimination. The Appeals Officer shall review the Grievance Officer's record and any information/evidence submitted with the Appeal and shall issue findings within ten (10) days of receipt of the appeal. In the event the Appeals Officer finds evidence of discrimination in the activity, policy, standard or method of administration, he/she shall make recommendations for changes. In those cases where the Appeals Officer finds no evidence of discrimination, he/she shall send written notice of that finding to the Grievant within that 10-day time period. There shall be no further levels of review or appeal beyond the Appeals Officer.
- D. DEVIATION FROM THE PROCESS: Upon proof of extenuating circumstances, the Chancellor and only the Chancellor may approve a deviation from these procedures (e.g., extension of a deadline).