

POLICIES AND PROCEDURES

Subject: Student Grievance Procedure Reference: G-XIII

Source: President Eff. Date: April 24, 1997

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy effective Spring, 1990.

Date: April 24, 1997

Purpose and Scope. These procedures are established to provide the individual student with an opportunity to be heard in grievances involving unlawful discrimination, selective program admission, or other alleged violations of law or college policies. Complaints alleging sexual harassment will be handled in accordance with policy F-V-k,1.

All student grievances will be handled through regular administrative organizational channels or in accordance with other formal policies of the College.

In attempting to resolve a student grievance, the following procedures are to be followed:

PROCEDURE FOR INFORMAL GRIEVANCE

1. A student should first discuss his/her grievance with the teacher, administrator, or other individual directly and immediately involved in the grievance.
2. If after consulting with the individual involved, the student feels that the grievance is still unresolved, he/she may discuss it with the immediate supervisor of the individual involved in the complaint.
3. In the event that resolution of the grievance has not been achieved through use of Steps 1 and 2, the grievance may be discussed with the appropriate Dean or Vice President.
4. If the student has completed the informal procedure and the grievance still exists, he/she may initiate the formal grievance procedure.

PROCEDURE FOR FORMAL GRIEVANCE

1. To initiate the formal procedure, the student must submit a request in writing to the President of the College to have the

grievance considered by a formal Grievance Committee. The request shall include a description of the nature of the grievance and the redress sought.

2. The President will either approve or disapprove the request. If the request is disapproved, a reason for the disapproval will be communicated to the aggrieved student in writing. If it is approved, the President will appoint a Grievance committee to meet promptly to hear the grievance. The Committee shall be composed of 5 members, two of whom shall be students currently enrolled at the College. Each of the other three members may be either faculty or staff members of the College. The Chairman of the Committee shall be appointed by the President.
3. The Chairman of the Grievance Committee shall call a meeting as soon as possible to hear the grievance matter and to arrive at a recommendation(s) to the President of the College.

Participation in the hearing shall be limited to the committee members, the committee secretary and advisors, the student and any person against whom the grievance has been filed, and to witnesses and legal counsel who may be called or used by either party. The student and the party against whom the grievance was filed shall be afforded the opportunity to call witnesses and cross-examine adverse witnesses. The President may appoint a representative of the college who may also, personally or through counsel, introduce evidence and call and cross-examine witnesses.

All parties shall submit all evidence relating to the alleged discrimination to the Committee prior to or no later than the time of the hearing.

The Committee will prepare a full written report of the proceedings, its findings and recommendation(s), and copies of the report will be sent to the President and to the person bringing the grievance.

A record (taping) of the testimony shall be made and included with the written report of the proceedings forwarded to the President.

4. The President shall accept or reject the recommendation(s) of the Committee or may propose an alternative solution. The President's response shall be made in writing to the grievant.
5. In the event the decision of the President is not acceptable to the grievant, he/she may request a review of the case by the Board of Trustees of the College. Such request shall be made in writing through the President. The matter will be placed upon the Board's agenda and the student may address the Board in accordance with the Board's policies. The record of the proceedings shall be made available to the Board for its

review prior to the meeting. The Board shall advise the President and Grievant of its decision either orally or in writing, or of further proceedings or actions, if any, desired by the Board.

If the Board takes no action, the decision of the President shall be final. Any decision or action of the Board of Trustees shall be final.