

ADDENDUM

Student Grievance Procedure/Due Process

Step 1. The student must go to the instructor, administrator, staff member or student where the alleged problem originated. An attempt will be made to resolve the conflict informally.

Step 2. If the grievance is not resolved at the informal meeting with the instructor, administrator, staff member or student, the division chair in the school in which the student is enrolled, campus advocate, or other college personnel will arrange for a meeting of the parties, attend such meeting(s), and attempt to aid in the resolution. This meeting should take place within twenty (20) working days of any occurrence giving rise to the grievance.

Step 3. If the grievance is not resolved informally, the grievant should request a **formal resolution** by filing a formal grievance. The formal grievance procedure begins with the student's preparation of a written statement of the grievance. This written grievance is lodged in the Dean's office overseeing that area. This written grievance must be lodged no more than thirty (30) working days of any occurrence giving rise to the grievance. The student will present a written statement that clearly describes the issue(s) grieved and the resolution the student wishes to occur. The written statement will describe the facts and evidence supporting the alleged violation and provide a brief history of the attempts to resolve the grievance. The Dean receiving the written grievance will provide all the parties involved with a copy of this record and begin the resolution by scheduling a Level I meeting for the parties involved.

This is not required in cases where the grievant believes that efforts at informal resolution may result in retaliation or other unfair treatment or when the accusation is sexual harassment. At the request of the grievant or respondent, the division chair in the school in which the student is enrolled, campus advocate, or other college personnel will arrange for a meeting of the parties, attend such meeting(s), and attempt to aid in the resolution. This meeting should take place within twenty (20) working days of any occurrence giving rise to the grievance. Although it is encouraged to have disagreements resolved at this level, any student may choose to file a formal grievance without exercising the informal process.

Formal Resolutions

If the grievance is not resolved informally, the grievant should request a formal resolution by filing a formal grievance. The formal grievance procedure begins with the student's preparation of a written statement of the grievance. This written grievance is lodged in the Dean's office overseeing that area. This written grievance must be lodged no more than thirty (30) working days of any occurrence giving rise to the grievance. The student will present a written statement that clearly describes the issue(s) grieved and the resolution the student wishes to occur. The written statement will describe the facts and evidence supporting the alleged violation and provide a brief history of the attempts to resolve the grievance. The Dean

receiving the written grievance will provide all the parties involved with a copy of this record and begin the resolution by scheduling a Level I meeting for the parties involved.

Level I

Step 1. The Level I meeting will take place within ten (10) working days of the student filing the formal grievance. At the Level I meeting, the student lodging the grievance must meet and discuss the grievance with his/her instructor or non-instructional party whose actions he/she is grieving except in the instance of a sexual harassment grievance, in which case a student may be accompanied by the division chair in the school in which the student is enrolled, campus advocate, or other college personnel. Otherwise, no other parties will be present for either party. Every reasonable effort should be made by both parties to resolve the matter at this level. Both parties are encouraged to make notes as they feel appropriate. Within three (3) working days of the Level I meeting, the respondent will provide in writing to the student a disposition of the grievance. A copy of the Level I disposition will be sent to the respective Dean. If the student is not satisfied with the disposition of his/her grievance at Level I, he/she may continue to Level II.

Level II

Step 2. If the student is not satisfied with the disposition of his/her grievance at Level I, he/she may file a written appeal of the Level I grievance decision with the respective Dean within five (5) working days. Upon receiving the appeal to Level II, the Dean will schedule a conference with the parties in an effort to resolve the grievance. This conference will occur within ten (10) working days of receiving the appeal to Level II. The role of the Dean is to chair the meeting, facilitate the discussion, seek to mediate a resolution between the parties, ensure that College policies have not been violated, and render a decision concerning the matter. Both parties are encouraged to make notes as they feel appropriate. Within three (3) days after the conference, the Dean will prepare a report of the disposition of the matter with copies to the student, the faculty member or non-instructional party, and the administrative record. If the student is not satisfied with the disposition at Level II, he/she may continue to Level III.

Level III

Step 3. If the student is not satisfied with the disposition of his/her grievance at Level II, he/she may file a written appeal of the Level II grievance decision with the respective Dean within five (5) working days. Upon receiving the appeal to Level III, the Dean will schedule a conference for the Student Appeal Committee. This conference will occur within ten (10) working days of receiving the appeal to Level III.

At the Level III meeting both parties may bring persons to provide testimony that support their position. Additionally, both parties must notify the Dean in advance of any persons, witnesses, or others that will be attending the Level III conference. The parties are responsible for collecting all pertinent documents and presenting the documents to the Dean 48 hours prior to the meeting. The Dean will distribute the information to the chair of the Student Appeals Committee. The Dean will also provide for the audio taping or other recording method of the meeting and may provide a copy to either party upon request.

