

The Student Grievance Form is located on the last page of this document.

Student Grievance Procedure

Halifax Community College is committed to mutual respect among all constituents. The College is committed at all levels to a fair and reasonable resolution of issues through a formal grievance process guided by the information and documentation provided in the process. These procedures assure that all matters relating to present and prospective students will be handled fairly and equally without regard to race, color, sex, age, political affiliation, religion, disability, national origin, or other non-merit factors. The grievance procedures described below apply to academic and non-academic student grievances. Student Grievance Forms may be found on the College's website under Student Resources. Proceed by clicking on the Forms icon. These forms are also located in the offices of the Dean of Student Services and Dean of Curriculum Programs.

Definitions

Student - The term student is used herein to mean any person who is officially registered at Halifax Community College during the specific academic semester or term in which the grievance occurs.

Academic Grievance - An academic grievance is any difference of opinion or dispute between a student and a faculty member about learning activities as they affect the student. This may include grading, instructional procedures, attendance, instructional quality, and situations where the student believes he/she is being treated arbitrarily.

Non-Academic Grievance - A non-academic grievance is any difference of opinion or dispute between a student and an instructor, administrator, staff member, or another student pertaining to the interpretation and/or application of the policies and procedures of the College. In addition, non-academic grievances may pertain to student governance issues, student activities, disability issues, and other concerns that students might present for redress.

Level I – This is the first level of the formal grievance. The grievant will meet with the respondent(s) and try to seek resolution. All attempts should be made to resolve the grievance at this level.

Level II – The second level of the formal grievance involves a conference with the respective Dean, the grievant, and the respondent(s).

Level III – This is the highest and final level of the College’s formal grievance procedures. At this level, the grievance is presented to the Student Appeals Committee, who presents a recommendation to the Vice President of Academic Affairs.

Student Appeals Committee

The Student Appeal Committee will hear appeals of students who have submitted a written appeal after exhausting Levels I and II of the formal grievance procedure. The committee is composed of one division chair, two faculty, one staff, and one student. In all cases, the membership of the committee is individuals not directly working in the division of the complaint or directly involved with the grievance.

Informal Resolutions

Every attempt should be made to resolve conflicts informally. The formal grievance procedure should be the last option. The grievant should discuss the issue with the person(s) responsible for the action or decision being grieved. 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.

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

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.



This form is to be used by students to initiate the formal grievance procedure.

This section is to be completed by the student filing the grievance.

Please Print

Name: _____ Student ID Number: _____

Address: _____

City: _____ Zip: _____

Telephone: _____ Cell Phone: _____

Persons involved: _____

Dept.(if applicable): _____

Date of incident(s) _____

Location of incident: _____

Did you receive a copy of the Halifax Community College Grievance procedures? _____

Please attach a written statement of the grievance. The written statement should clearly describe the issue(s) grieved and the resolution you wish 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.

Student Signature _____ **Date** _____

Grievance Received by _____ **Date** _____