



Board Policy 523 Student Grievance

The student is encouraged to pursue academic studies and other college-sponsored activities that will promote his/her intellectual growth and personal development. In pursuing these ends, the student should be free of unfair and improper action by any member of the academic community.

When a student feels that he/she has been subjected to such unjust action or denied his/her rights by a member of the academic community, he/she can seek redress according to the following procedure. Grievance action may be initiated by a student against another student, an instructor or administrator, or a member of the classified staff.

I. Preliminary Action

A. Within ten (10) business days after the grievant knew, or could reasonably be expected to have known of the event or condition upon which the alleged grievance is based, (the date, time and place of the event must be verified), he/she shall first attempt to resolve his/her grievance by any of the following preliminary actions:

1. Confer with the person against whom he/she has the grievance.
2. Confer with the chairperson of the appropriate division.
3. Confer with the Dean of Educational Services.

B. If the student feels that the issue has not been resolved by any of the above actions, he/she shall, within five (5) business days after conferring with the above, submit in writing that he/she shall proceed to have it resolved on a formal basis which is:

1. A written statement explaining the nature of the grievance should be submitted to the Dean of Student Services.
2. The Dean of Student Services shall refer grievances involving prejudiced or capricious decision in the academic evaluation of a student's performance to the Faculty Senate.
3. The Faculty Senate shall have five (5) business days after receiving the grievance to render a written recommendation to the faculty member involved with a copy to the student and to the Dean of Student Services.
4. If the student is not satisfied with the decision of the Faculty Senate, the student may appeal the decision in writing to the Dean of Student Services within five (5) business days after receiving the decision of the Faculty Senate.
5. The Dean of Student Services shall refer all other grievances requiring further investigation to the Grievance Committee, which will conduct a formal hearing to establish findings of facts and to recommend action.

II. Formal Hearing

A. The Student Grievance Committee shall be comprised as follows:

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1. One student selected by the Associated Student Body (ASB) President.
 2. One faculty member selected by the Faculty Senate President
 3. One person selected by the College President
 4. Committee members shall elect one of their members to be the Chairperson
 5. The Student Grievance Committee must be formed within five (5) days after the Dean of Student Services has received the student's appeal.
- B. The Student Grievance Committee shall conduct its proceeding as follows:
1. A summary record shall be provided by the Dean of Student Services.
 2. The Committee shall discuss, hear testimony, examine witness and consider all available evidence.
 3. Both parties shall have the right to present written or oral statements, testimony, evidence and witnesses.
 4. The Committee shall make its findings of facts, limiting its investigation to the formal charge.
 5. The Committee shall, within five (5) business days after the hearing, submit its findings of facts and recommend action to the Dean of Student Services with a copy to each party, the College President and other appropriate administrative officials.
- C. The Dean of Student Services may review the proceedings of the Committee, conduct of such investigation as he/she may deem appropriate, and take one of the following actions within five (5) business days after receiving the recommendations of the Grievance Committee:
1. Dismiss the charge.
 2. Reduce the recommended sanctions.
 3. Concur with the committee's recommendations.
- D. The accused or the aggrieved person may write an appeal within five (5) business days after the decision is made by the Dean of Student Services to the College President. Upon receipt of the appeal, the President shall review the proceedings, conduct such investigation as he/she deems appropriate, and take one of the following actions within five (5) days after receiving the student's appeal.
1. Dismiss the charge.
 2. Reduce the recommended sanctions.
 3. Concur with the Dean's decision.
- E. If the accused or aggrieved student is dissatisfied with the President's decision, he/she may, within five (5) business days, write an appeal to the Board of Trustees. The Board of Trustees shall conduct a review of the case at its next regular Board meeting.

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The College President, the accused, and/or the student may request this issue to be heard during the open executive session. The Board may take one of the following actions:

1. Dismiss the charge.
2. Reduce the recommended sanctions.
3. Concur with the President's decision.

The decision of the Board of Trustees is the final step that may be taken under academic due process.

Board approval date: _____