



Policy: Non-Academic Grievance

Policy Type:	Student	Policy Number:	1300.06
Policy Owner:	Student Affairs	Approved by BOT:	03/08/2018
College Reviewed:	2/27/2018	Next Review Date:	6/30/2023
Date Originated:			

New Policy: Revised (removed procedures): Rewritten: Condensed:

Background/Reason (related to checked box above)
Student Handbook

Policy
Non-Academic Grievances: Students and other stake holders will be afforded an avenue to express non-academic grievances.

Procedure
<p><i>Non-Academic Grievances:</i></p> <p>Any student who believes an injustice or a violation of state, federal, or college policies, laws or regulations has occurred should try to resolve the problem through informal consultation with the individuals indicated below, in order, before filing a formal grievance.</p> <ul style="list-style-type: none">• Individual or staff member involved• Appropriate supervisor of the staff member involved• Appropriate Dean of the staff member involved <p>If the student has been unable to resolve the issue, the student may file a formal grievance within five business days by completing the electronic Feedback Forum form located on the website homepage. This completed form is submitted to the appropriate department head for a final attempt at a resolution. If no resolution can be obtained, the issue is presented to the Institutional Standards and Appeals Committee.</p> <p>The Institutional Standards and Appeals Committee, whose decision is final, will notify the student within five business days of their decision.</p> <p><i>Non-Academic Grievance Tracking:</i></p> <p>All formal grievances will be tracked through the electronic Feedback Forum and used annually to evaluate and analyze for trends and areas for improvement. These identified areas will be used to prepare Departmental Annual Plans and improvement strategies.</p>