

# Student Grievance Form

Grievant Information

Student Name: \_\_\_\_\_ Date \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*\*Must supply mailing address. All written correspondence will be mailed certified mail to the employee's current address on file with the WETCC.*

*\*\*E-mail will not be accepted from any person(s) involved in the grievance. All correspondence must be in writing or in person to the appropriate staff as listed in the policy.*

## **Grievance Process:**

The college employees believe a grievance procedure is necessary to avoid unresolved differences. Consequently, Student Grievance Procedures have been established as a method for resolving student grievances.

Students seeking information regarding the grievance policies and procedures or considering a formal grievance action are advised to contact the Registrar or the Registrar's supervisor.

This policy and procedure is designed to address student grievances in the following areas:

- Grades: Any academic circumstances warranting a possible change of grade.
- Harassment: By an instructor; including abusive language or sexual harassment.
- Discrimination: Unlawful discrimination such as racial or sexual discrimination.
- Violation: By the instructor of an academic contract entered into by a student or instructor.
- Appeals: By students of an allegation of academic cheating, plagiarism or dishonesty.
- Retaliation: By an instructor against a student that filed a grievance against that or any instructor.
- Disputes: Any other disputes between a school employee and student, which the Leadership Panel or its designee decides to consider according to these procedures.

**Please state policies, procedure, or guidelines that you feel have been violated:**

\_\_\_\_\_

\*Please refer to the Personnel Policy Manual for complete information regarding the grievance procedures.

**Step one: *Informal Resolution\****

Any student having a grievance with an employee is to arrange to meet informally with that individual to discuss the matter.

**Step Two: *Formal Resolution\****

- After an attempt at informal resolution, the individual with a grievance will file a written complaint to the Registrar or registrar's supervisor, who will forward it to the appropriate school officials. The document filing must occur within ten school days after the alleged grievance occurred.
- If the decision does not satisfactorily resolve the grievance within five school days of receipt of the decision, the student will file the written grievance with the Academic Dean to request relief.
- If the Academic Dean's action or decision, in the role of a faculty member is being grieved, and if resolution satisfactory to the student is not reached, a written appeal may be filed with the Academic Grievance committee.
- The Academic Grievance Committee will make a final decision. This decision will be final.

Attach extra sheet if necessary

**Detailed account of occurrence (include names of persons involved, if any):**

**Proposed solution to the grievance:**

The grievant should retain a copy of this form for his/her records. The signature below indicates that you are filing a grievance, and any information on this form is truthful.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

REGISTRAR SIGNATURE (IF APPLICABLE) \_\_\_\_\_ DATE \_\_\_\_\_

ACADEMIC DEAN SIGNATURE (IF APPLICABLE) \_\_\_\_\_ DATE \_\_\_\_\_

PRESIDENT'S SIGNATURE (IF APPLICABLE) \_\_\_\_\_ DATE \_\_\_\_\_

HUMAN RESOURCES SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*\*A copy of all grievances will be sent to Human Resources for follow up and review.