



Student Grievance

Informal Processes and Procedures

Step 1:

Within 30 days of the allegation, each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis. The student shall make an appointment with the alleged person(s) during a mutually agreed time in order to discuss the complaint. If for any reason the student is unable to confer with the person(s) whom the grievance is filed against, then they must consult with the Department Chair/ Staff Member and/or Division Dean/Administrator or Manager. Every effort should be made to resolve the issue at this level.

Step 2:

If the issue is not resolved after completing Step One, **they may file an approved student grievance complaint with the Vice President of Student Services (or designee) within 90 days of the incident. Failure to file a complaint within ninety (90) day period constitutes waiver of the student's right to appeal.** The complaint must include the following:

- a) The exact nature of the complaint
- b) The specific detail of the complaint (e.g. a chronology of the event and an explicit description of the alleged violation)
- c) A description of the informal meeting and attempted resolution, if any
- d) The specific resolution/remedy sought

The Vice President of Student Services (or designee) will verify that the grievance has been submitted in a complete and timely manner and will provide the documents to the person(s) against whom the grievance has been filed. The Vice President of Student Services (or designee) will provide the student with a written copy of the policy and procedures, answer all questions regarding the policy including the student's rights and responsibilities in the process of filing a grievance and inform the student. The student and Vice President of Student Services (or designee) shall attempt to reach an informal resolution.

Formal Process and Procedures

If an informal resolution cannot be reached after meeting with the Vice President of Student Services, the Vice President of Student Services (or designee) shall initiate the formal process of convening the grievance hearing committee. The Vice President of Student Services (or designee) will request records and documents from the student filing the complaint and forward copies of all documents pertinent to the alleged violation to the Chair of the Grievance Committee and the parties. Within ninety (90) days following the receipt of the grievance complaint form, the Grievance Hearing Committee shall conduct a hearing.

The following pages will begin the **Formal Process**:



Student Grievance Form

Name: _____ Student ID#: _____
Last Name First Name

Peralta Email*: _____ Alternate Email: _____

Telephone: _____ - _____ Cell: _____ - _____

Address: _____

City: _____ State: _____ Zip Code: _____

Date of Alleged Violation: ____/____/____

(Must be filed within 90 school days)

Present this petition and your summary to each of the following individuals who will attempt to resolve your request. You will be able to write your record of the alleged incident on the following page.

By signing below, I verify that:

• *I have reviewed this student's petition.*

• *I have attempted to resolve the issue.*

• *I am unable to resolve the grievance.*

**Email communication may be used instead of getting signatures*

☐ I have met with the **Employee** and **have not** been able to resolve my grievance:

Print **Employee Name**: _____ Office: _____

Employee Signature: _____ Date: _____

☐ I have met with the **Employee's Supervisor or Dean** and **have not** been able to resolve my grievance:

Print **Supervisor/Dean Name**: _____ Office: _____

Supervisor/Dean Signature _____ Date: _____

☐ I have met with the **Vice President of Student Services** and **have not** been able to resolve my grievance:

Print **VPSS Name**: _____

VPSS Signature: _____ Date: _____



STATEMENT OF GRIEVANCE

File an approved Student Grievance complaint form with the Vice President of Student Services (or designee) within 90 days of the incident.

The complaint must include the following:

- a) The exact nature of the complaint
- b) The specific details of the complaint (e.g., a chronology of the event and an explicit description of the alleged violation)
- c) A description of the informal meeting and attempted resolution, if any
- d) The specific resolution/remedy sought

Signed _____

Date ____/____/____