

Student Grievance Policy and Procedures for Alleged Discrimination

Students with grievances related to alleged discrimination may seek redress. Complaints may be handled through the formal grievance procedure described here or through the Office of Student Conduct/Title IX Coordinator, as appropriate. The procedures are NOT applicable to academic evaluations and/or admissions decisions. Any student who believes he/she has been discriminated against while attempting to gain access to, participate in, or receive benefits from any College program or activity may seek redress through the designated grievance procedure.

A standing Affirmative Action Compliance Committee is appointed by the Dean. This committee includes the College affirmative action officer with representation from the faculty and student body. The procedure is as follows:

1. Any student who believes that he/she has been aggrieved by treatment or judgment of another person within the College, or that the administration of any College policy has abridged his/her personal or human rights, should attempt internal resolution of the matter by first speaking with the Associate Dean for Enrollment Management.
2. If this attempt fails, he/she should present a written account of the alleged act to the chairman of the Affirmative Action Compliance Committee no later than thirty (30) days after becoming aware of its occurrence.
3. The chairman of the committee will receive the written account of the grievance and the response of the accused, will interview all parties, and will attempt to help the parties involved come to an informal settlement.
4. If a settlement cannot be reached, the complainant may submit to the chairman a request for a formal hearing before the entire committee.
5. Within ten (10) days after receiving the written request, the Affirmative Action Compliance Committee will convene and review the grievance.
6. Within five (5) days after the review, the committee will issue an opinion regarding the grievance.
7. The complainant will have ten (10) days to appeal to the College Dean the committee's decision.
8. The Dean will investigate the appeal in consultation with any or all persons involved and will then decide either to support the decision of the committee or to support the complainant. The Dean's decision will be transmitted in writing to the complainant and the committee within fifteen (15) days following the investigation and is final.

In all cases, the chairman of the committee will be responsible for coordinating the grievance and providing notices to all parties and witnesses.