

Germanna Community College

Student Academic Grievance Procedure

11/09

Level One Grievance

NOTE:

The formal Academic Grievance process must be initiated within thirty college business days following the event giving rise to the grievance, or within thirty college business days of the time when the student reasonably should have gained knowledge of its occurrence, whichever comes first. Students must attempt to have issues resolved with their classroom instructor prior to pursuing a Level 1 grievance. The meeting with the instructor shall be documented and presented prior to the formal grievance beginning. The appropriate Dean or designee shall determine the date upon which the grievance occurred. Once a grievance is initiated, the time limitations for either party may be extended by written mutual agreement. If there is no mutual agreement to extend the time limits set herein, and if a decision at one level is not appealed to the next level within the time limit specified, the decision rendered at the previous level shall be final.

Student's Name:

Student ID:

Home Address:

Email Address:

Home Telephone:

Alternative Telephone:

This grievance is against (name):

Class Name:

Please attach documentation that reflects the meeting with your class instructor, along with the reasons for your grievance, the facts supporting your claims, and the redress you are seeking.

Signature:

Date:

Phone:

Level One Response: Dean or designee

Date Received:

Date Grievance Occurred:

NOTE:

The Dean or designee may choose at this point to issue a written decision delivered by certified mail to both the student and the faculty member, and said decision must be rendered within ten college business days of receipt of the grievance. Alternatively, the Dean or designee may choose to arrange a meeting with the principals. The date for this meeting must be chosen within ten college business days following the receipt of the

grievance. The meeting may occur as much as seventeen college business days after the receipt of the grievance. A written decision delivered by certified mail will be rendered to the principals within twenty college business days following the meeting.

Date:

Dean or Designee:

Response:

Student's response (check one):

I conclude my grievance.

I advance my grievance to the second level.

All parties should keep copies of paperwork at all levels.

This form is submitted to the office within the thirty-day time limit.