

# Academic Grievance Level 2 & 3

## Level Two Response: Academic Grievance Review Panel

**Date Received:**

**NOTE:**

If the student is not satisfied with the disposition of the grievance at Level 1, a copy of the written grievance submitted at Level 1 along with the Dean 's written response may be submitted within seven college business days of receipt of the Level 1 response to the office of the Dean to request an Academic Grievance Review panel. The panel will be convened by a Dean or designee not involved with the Level 1 grievance procedure. The panel will consist of a Dean or designee, two faculty members, and two students nominated by the Dean of Student Services.

**Date:**

**Dean's Signature:**

Dean not involved in Level 1 grievance

**Telephone:**

**Panel Response:**

**Student's response (check one):**

I conclude my grievance and am returning it to the Office of the Dean.

I advance my grievance to the third level.

## Level Three Response: Vice-President of Academic Affairs and Student Services

**Date Received:**

**NOTE:**

If either party to the grievance is not satisfied with the disposition of the grievance at Level 2, the written grievance submitted at Level 1 along with the Dean's written response and response from the Academic Grievance Review panel may be submitted to the Vice-President for Academic Affairs and Student Services within seven college business days of receipt of the Level 2 response.

The Vice-President at this point may schedule a meeting with the principals within ten college business days following the receipt of the grievance. The meeting itself may occur within seventeen days of the receipt of the grievance. Within twenty college business days following the receipt of the Level 3 grievance, the decision of the Vice-President for Academic Affairs and Student Services shall be provided in writing, delivered by certified mail, to the principals, and the decision shall be final.

**Date:**

**VP's Signature:**

**Telephone:**

**Vice President Response (optional):**

All parties should keep copies of paperwork at all levels. This form is submitted to the office, within the thirty-day time limit.