



## STUDENT GRIEVANCE PROCEDURE (WAC 495A-121-090)

The purpose of the grievance procedure is to provide a student the opportunity to express and resolve a misunderstanding, alleged violation of a college policy, procedure or regulation, retaliation and or inequitable treatment in a fair and equitable manner. The student must be the aggrieved person and cannot file a grievance for another. This form is not intended to cover complaints of discrimination, harassment or grade and academic complaints.

### STUDENT GRIEVANCE PROCEDURE

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student SID: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Program: \_\_\_\_\_ Instructor/Staff: \_\_\_\_\_

Date the problem occurred: \_\_\_\_\_

#### Step 1(a): Initial Meeting with Instructor/Staff

The student schedules an informal meeting with the instructor/staff to engage in constructive dialogue and understanding in an effort to resolve the concern(s).

Date meeting requested: \_\_\_\_\_ Date meeting held: \_\_\_\_\_

\*\*If not resolved at Step 1(a), please proceed to Step 1(b) where you present your grievance in writing.

#### Step 1(b): Submit concern in writing to appropriate Instructor/Staff

If an informal meeting does not resolve the concern(s), within ten instructional days from the date of the meeting, the student may present the grievance in writing to the instructor/staff involved with a copy sent to the senior administrator of student services or designee. Within ten instructional days after receiving the grievance, the instructor/staff shall respond to the grievance in writing.

**Please list your concerns (attach additional pages if necessary).**

**Please list any possible solutions or changes that will resolve/alleviate your concerns (attach additional pages if necessary).**

**Instructor/Staff written response (attach additional pages if necessary):**

\_\_\_\_\_  
Instructor/Staff Signature Required

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Step 2: Dean/Supervisor**

If the grievance is not resolved at step one, the student may within ten instructional days of the receipt of the written response, appeal to the supervisor by submitting the appropriate copy of the grievance form and all documents and decisions from step one to the supervisor.

- a) The supervisor shall hear the grievance within ten instructional days after receipt of the grievance form and shall render a decision in writing within ten instructional days after such hearing.
- b) The student shall be afforded an adequate and fair opportunity to fully present his/her position and the relevant facts as they relate to the issues raised by the grievance.

**Describe the grievance. Please attach any supporting documentation and detail what has happened to this point.**

**Please list any possible solutions or changes that will resolve/alleviate your concerns (attach additional pages if necessary).**

**Date Received by Dean/Supervisor:** \_\_\_\_\_

**Step 3: Dean of Student Services**

If the grievance is not resolved at step two, the student may within ten instructional days of receipt of the written response, provide the appropriate copy of the student grievance form, all documents from step two, and a written appeal, accompanied by documents and correspondence, to the Dean of Student Services or designee.

(a) The Dean of Student Services or designee shall hear the grievance within ten instructional days after receipt of that written appeal and shall render a decision in writing within ten instructional days after such hearing concludes.

(b) The student shall be afforded an adequate and fair opportunity to fully present his/her position and the relevant facts and issues to be addressed in the grievance.

(c) The decision of the Dean of Student Services or designee shall be final and binding on all parties involved in the grievance.

(d) Any settlement of the grievance shall be applicable to that grievance only and shall not be a precedent or have binding effect or disposition on any other grievances.

**Please describe the grievance and any actions up to this point. Please be sure to attach any documents and correspondence.**

**Date Received by Dean of Student Services:** \_\_\_\_\_