


|  | ADMINISTRATIVE PROCEDURE MANUAL | | |
|-----------------------------------------------------------------------------------|--------------------------------------------|--------------|--------|
| | SECTION TITLE | NUMBER | PAGE |
| | STUDENT GRIEVANCE PROCEDURES | 11-0603 | 1 OF 1 |
| | BASED ON BOARD OF TRUSTEES' RULE AND TITLE | DATE REVISED | |
| 6Hx7-11.1 Student's Rights and Responsibilities | February 12, 2013 | | |

Purpose

To define the Student Grievance Procedures.

Procedure

- A. Grievances relating to alleged discrimination, unfair or inequitable treatment or sexual harassment shall be handled as follows:
1. Students having a complaint against College employees shall first direct their complaint to the employee, unless the complaint is of such a nature that the student is uncomfortable discussing the matter with the College employee. All student complaints should be communicated within three (3) months following the alleged incident. To initiate the formal grievance process, in the case of alleged sexual harassment, the student shall discuss the complaint with the Campus Dean of Student Success or the Director of Equal Access/Equal Opportunity (Equity Coordinator). (If appropriate, the dean or director may designate another individual to discuss the matter with the student.)
 2. If the complaint cannot be resolved informally, then the student shall present a formal grievance in writing to the Campus Dean of Student Success or the Director of Equal Access/Equal Opportunity (Equity Coordinator). This shall be done within fifteen (15) class days after the alleged incident is reported to the dean or director.
 3. The Campus Dean of Student Success or the Director of Equal Access/Equal Opportunity (Equity Coordinator) shall conduct a preliminary investigation and resolve the concern, if possible. If the charge is deemed to merit further review, the Campus Dean of Student Success or Director of Equal Access/Equal Opportunity (Equity Coordinator) will discuss the charge with the Campus President and, if appropriate, the General Counsel. Depending on the nature of the charge, the Campus President will consult with the General Counsel. The matter will be resolved through procedures outlined in APM 02-1701 (Due Process for Career Employees) or APM 02-1702 (Due Process for Instructional, Professional and Administrative Personnel), whichever is appropriate.
 4. The recommendation resulting from the review process shall be submitted to the College President, who will render a final decision in a timely manner.

Reference: FS 240.319

Adopted Date: September 19, 1990

Revision Date: August 3, 2000, February 12, 2013