

CENTRAL COMMUNITY COLLEGE Student Grievance Procedures

Please Note:

A grievance can be any complaint about an administrative or instructional decision, action, or actions, or a complaint about the conduct of any College employee except:

1. A concern relating to a grade, which is governed by the procedures described for "Grade Appeals" are located in the College catalog.
2. Disagreements about disciplinary action proposed or taken for academic or non-academic misconduct, which is governed by the procedures described relating to student responsibilities, are located in the College Student Handbook.

Any student believing that he or she has been adversely impacted by the action of an employee of Central Community College, or another student may register a grievance in accordance with the following procedures. If you have questions about the Student Grievance Procedures or use of this form please contact the campus counselor at 1-877-222-0780.

- The student should first attempt to discuss the grievance with the individual causing the grievance.
- If there is no resolution the individual should discuss the grievance with any of the following: instructor, advisor, Learning Center manager, supervisor, or counselor.
- If the grievance remains unresolved the student should discuss it with the appropriate Associate Dean.
- If the grievance is not resolved, a meeting will be arranged with the appropriate Dean. Prior to the meeting with the Dean, the grievance must be submitted in writing and signed by the individual.
- Results of the meeting with the Dean will be forwarded to the student.

If the grievance is not resolved with the Dean the student may submit a request in writing to the Campus President to review the grievance and the decision of the Dean.

The student may obtain a copy of the Due Process Procedures from the campus counselor or Associate/ or Dean of Students or from the CCC web site.

Any retaliatory action taken by a student or employee of the College as the result of a person cooperating in an investigation, or other participation in any proceeding under these procedures, is prohibited and shall be regarded as a separate and distinct grievable or disciplinary matter.