



involved, at least one member will be from Academic Affairs. Selected members must not be aware of or involved in the grievance. The committee will be formed and will begin a formal review within 7 days of receipt of a written response from the individual/s identified in the letter of grievance or of the date it is determined an informal resolution cannot be agreed upon. As part of the review the committee reserves the right to interview the grievant, the subject/s of the grievance, and any other individual/s identified in the letter of grievance. The committee may also consult with any other College employee regarding clarification of institutional policy and procedure that may relate to the grievance. The grievant and the subject/s of the grievance may also submit additional names and contact information of witnesses or others who they believe have pertinent information regarding the facts of the grievance or other relevant information. The committee will make every reasonable effort to contact those identified by the grievant and subject/s of the grievance and may interview them by telephone or in person. Interviews may be recorded.

The committee will seek to complete the review process within 14 days of initiation. If additional time is needed to ensure that the review is adequate, reliable, and impartial the grievant and the subject/s of the grievance will be notified. An extension in review time may not exceed 30 days beyond the original date of initiation of the formal review process.

At the completion of the review process, the committee will make a determination by majority rule and a written report will be provided to the grievant, subject/s of the grievance, and Dean for Student Affairs, and if appropriate, the Dean of the Faculty within 7 days of the conclusion of the review. If appropriate, the Director of Student Academic Services will work with the CAS and other College officials to implement corrective actions or additional academic accommodations.

## ***Appeal Process***

Either the grievant or the subject of the original complaint may appeal the outcome of the formal review. Appeals will only be accepted in the event new information that was unavailable to the original review committee is identified or the grievant or the subject of the grievance indicates procedural errors occurred during the formal review. The grievant or the subject of the grievance may submit a letter of appeal to the Dean of Students and Vice President of Student Affairs. In the event a faculty member is the subject of the grievance, appeals should be filed with the Dean of the Faculty and Vice President of Academic Affairs. The letter of appeal must be in writing, signed by the person making the appeal, and must be delivered to the appropriate Dean within ten calendar days of the date of the letter regarding the outcome of the formal review. If the letter of appeal is not received by the Dean within this time period, no additional action shall be taken in regard to the appeal.

If a timely appeal is filed, the Director of Student Academic Services will forward all written materials and recordings of the initial hearing to the corresponding Dean for review. The Dean will have 10 calendar days for a review and issuance of a determination. The Dean's decision will be final and a written report will be provided to the Director of Student Academic Services, the grievant, and subject/s of the grievance.