



**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 or sexual harassment. See the Vice President for Student Services for information on those specific procedures. (See Student Handbook for additional information.)

**Standards**

- A. A student may be accompanied by an advocate at any step of this procedure.
- B. A grievance shall be presumed to be abandoned and the matter deemed settled in accordance with the responsible official’s last written response if the student fails to appeal the decision to the next step within the designated appeal period.
- C. If the college’s responsible official fails to provide a written response at any step within the time limit prescribed, the student may proceed immediately to the next step or abandon the grievance.
- D. Time limits are mandatory unless an agreed-to extension is granted in writing.

**STUDENT GRIEVANCE PROCEDURE**

Today’s Date \_\_\_\_\_

Student Name \_\_\_\_\_

Student SID No. \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_

Valid Phone Number \_\_\_\_\_

Current email address \_\_\_\_\_

Program \_\_\_\_\_

Instructor \_\_\_\_\_

Date the Problem occurred \_\_\_\_\_

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

Make an appointment and meet with Instructor/Staff to discuss your concerns and resolve the problem.

Date meeting requested \_\_\_\_\_

Date meeting held \_\_\_\_\_

Please circle one:                      **RESOLVED**                      **NOT RESOLVED\*\***

<b>→</b> _____			
<b>Instructor/Staff Signature Required</b>	<b>Date</b>	<b>Student Signature</b>	<b>Date</b>

\*\*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**

Complete the first two sections of 1(b) below and submit the entire form to the instructor/staff with which you have the problem. Make an appointment to meet with the Instructor/Staff to discuss your concerns and any additional suggestions to resolve the problem. Send a copy of this form to the Vice President for Student Services, and make a copy for yourself as well.

**Date received by Instructor/Staff** \_\_\_\_\_ **Initialed** \_\_\_\_\_

- Please list your concerns with the class, instructor, or staff (attach additional pages if necessary):

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- Please list any suggestions for improvement or changes that will resolve/alleviate your concerns (attach additional pages if necessary):

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

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**Please circle one:    RESOLVED    NOT RESOLVED    (Student takes form with written response to Supervisor Step 2)**

➔ \_\_\_\_\_  
**Instructor/Staff Signature Required                      Date                      Student Signature                      Date**

If problem is not resolved, make an appointment and meet with the Supervisor within 10 instructional days of receiving the response. Also send a copy of this form, including the Instructor/Staff response to the Vice President for Student Services. Make a copy for yourself as well.

If not resolved at Step 1(c), please proceed to Step 2.

**Step 2: Dean/Associate Dean/Supervisor**

- 2a. Submit the completed form with Instructor/Staff response to the Dean/Associate Dean/supervisor and meet with the Dean/Associate Dean/Supervisor to discuss your concerns and any additional suggestions to resolve the problem.
- 2b. You shall be afforded an adequate and fair opportunity to fully present your position and the relevant facts as they relate to the issues raised by your grievance.

Date received by Supervisor \_\_\_\_\_ (Send copy to Exec. Vice President for Instruction)

Date Initialed

Dean/Associate Dean/Supervisor written decision (attach additional pages if necessary):

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\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Please circle one:

RESOLVED NOT RESOLVED (Student takes form with written response to Vice President of Student Services Step 3)

→ \_\_\_\_\_
Dean/Associate Dean/Supervisor Signature Date Student Signature Date

If problem is not resolved, write your appeal and give it to the Vice President for Student Services, adding any additional information pertinent to the grievance, make an appointment and meet with the Vice President of Student Services all within 10 instructional days of receiving the response from the Dean/Associate Dean/supervisor. Attach to your appeal a copy of this form, including the Dean/Associate Dean/Supervisor response to the Vice President for Student Services. Make a copy for yourself as well.

Step 3: Vice President for Student Services

3a. Submit the appropriate copy of the completed grievance form with all responses and decisions from steps one and two and a written appeal, accompanied by documents and correspondence, to the Vice President for Student Services within 10 instructional days of receiving the decision from the Dean/Associate Dean/Supervisor.

Date written appeal received by Vice President of Student Services \_\_\_\_\_
Date Initialed

- 3b. You shall be afforded an adequate and fair opportunity to fully present your position and the relevant facts as they relate to the issues raised by your grievance.
3c. The decision of the Vice President for Student Services shall be final and binding on all parties involved in the grievance. The decision will be sent to you in a formal written response no longer than 10 instructional days from hearing your position and the relevant facts.

→ \_\_\_\_\_
Vice President for Student Services Signature Date Student Signature Date