

POLICY & PROCEDURES MEMORANDUM

TITLE:	STUDENT GRIEVANCE PROCEDURES
EFFECTIVE DATE:	February 17, 1998* <i>(*Procedural/Form Update 1/3/19; 12/12/12; Title Updates 6/8/12, 3/06/08, 2/24/05)</i>
CANCELLATION:	DCI 2530.2 (2/20/90)
CATEGORY:	Student Affairs (SA)

POLICY STATEMENT

Student grievance, as used in this memorandum, refers to complaints of students against employees of Delgado Community College. It does not include grade appeals, academic status appeals, admission appeals, student discipline by the institution, financial aid appeals, refund appeals, and all other matters that are within the jurisdiction of other committees of the institution.

The procedures contained in this memorandum are to be followed for all complaints and/or grievances, as defined above, which are filed against employees of the College. The College is committed to affording all students, including distance education students, the opportunity for accessibility and due process during the student grievance process. To ensure this, at each step of the process an available distance option will be provided when necessary.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To publish the College’s policy for affording students a process for redressing grievances, which students might have against employees of the College.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all enrolled students and all employees of the College. Specifically, the procedures outlined in this memorandum apply when an enrolled student initiates an action against employee(s) of the College.

3. **Definitions**

A. **Grievance**

Grievance, as used in these procedures, refers to complaints of students against employees of the College and does **NOT** include grade appeals; academic status appeals; admission appeals; student discipline imposed by the institution; financial aid appeals; refund appeals; traffic citation appeals; or any other matters that are within the jurisdiction of other committees of the institution.

B. **Student**

Student, as used herein, refers to any individual currently enrolled as a student at the College.

C. **Employee**

Employee refers to any individual employed by the College. A student employee is considered an employee of the College when an alleged grievance occurs during paid working hours.

D. **Complainant**

Complainant refers to the student making a complaint or filing a grievance.

E. **Respondent**

Respondent refers to the employee against whom a complaint or grievance has been filed.

F. **Supervisor**

Supervisor refers to the immediate supervisor of the respondent.

G. **Day**

Day as used herein refers to a day (Monday through Friday) on which the College's administrative offices are open and operating.

4. **Mediation Procedures**

A. **General Provisions**

If a student complaint is of an academic nature with a faculty member in whose class the student is currently enrolled, the student has the option to follow the [Student Academic Complaint Procedure](#) within seven (7) days of the alleged incident. If the complaint is not resolved through the optional Student Academic Complaint Procedure or if the student chooses not to pursue the matter through the Student Academic Complaint Procedure, the student retains the option to proceed with the College process to follow.

Unless the respondent is a faculty member in whose class the student is currently enrolled, a student who wishes to make a complaint through the College process, must within ten (10) days of the alleged incident complete an online [Student Complaint Form](#) (Attachment A). If at the time of the alleged incident, the respondent is a faculty member in whose class the student is enrolled, the complainant has until ten (10) days following the official end of that semester to submit an online [Student Complaint Form](#).

Within five (5) days of receiving a completed [Student Complaint Form](#), the Vice Chancellor for Student Affairs (or designee) meets with the complainant to discuss the alleged incident. If in the opinion of the Vice Chancellor for Student Affairs (or designee) no violation of college policy has occurred, the Vice Chancellor for Student Affairs (or designee) so informs the student and makes a written record of the discussion he/she had with the complainant. The complainant may accept the decision of the Vice Chancellor for Student Affairs (or designee) or file a formal grievance using the procedures outlined in Section 5.

If the Vice Chancellor for Student Affairs (or designee) finds that a violation of college policy might have occurred, the Vice Chancellor for Student Affairs (or designee):

1. offers to:

- hold a *Mediation Conference* during which the complainant has an opportunity to discuss his/her complaint with the respondent, the respondent's supervisor, and the Vice Chancellor for Student Affairs (or designee). [The Vice Chancellor for Student Affairs (or designee) may serve as both the supervisor and mediator.]; or
- investigate the alleged incident and provide feedback to the complainant without holding a mediation conference;

2. if the incident is deemed a potentially **serious** violation of college policy, provides the student with a [Student Grievance Form, Form 2530/003](#), (Attachment C); encourages the student to complete and return the form within five (5) days; and forwards it to the appropriate grievance committee.

B. **Mediation Conference**

A Mediation Conference provides an opportunity for the complainant, respondent, respondent's supervisor, and Vice Chancellor for Student Affairs (or designee) to discuss and attempt to resolve the alleged incident without a Grievance Hearing. When the Vice Chancellor for Student Affairs (or designee) has found that a violation might have occurred, and the respondent has accepted the offer of a Mediation Conference, the Vice Chancellor for Student Affairs (or designee) establishes a day, time, and location for the conference. She/he notifies, in writing, the complainant, respondent, and respondent's supervisor of the day, time, and location of the conference. In addition, the Vice Chancellor for Student Affairs (or designee) provides the respondent and her/his supervisor with a copy of the [Student Complaint Form](#), completed by the complainant, five (5) days prior to the Mediation Conference.

If the respondent chooses not to attend the Mediation Conference, the Vice Chancellor for Student Affairs (or designee) provides the student with a [Student Grievance Form](#), encourages the student to complete and return the form within five (5) days, and forwards it to the appropriate grievance committee.

If the respondent chooses to attend the Mediation Conference and chooses to respond in writing, the respondent uses [Response to Student Complaint Form, Form 2530/002](#), (Attachment B). If the respondent chooses to attend the Mediation Conference, and the complaint is resolved to the satisfaction of the complainant, the Vice Chancellor for Student Affairs (or designee) notes the outcome in the Vice Chancellor for Student Affairs (or designee)'s files.

If during the Mediation Conference, the complaint cannot be resolved to the satisfaction of the complainant, the Vice Chancellor for Student Affairs (or designee) informs the complainant that he/she has the option of filing a formal grievance following the procedures outlined in Section 5.

C. **Mediation Without a Conference**

The Vice Chancellor for Student Affairs (or designee) follows the same procedures (and corresponding time line) as outlined above for a Mediation Conference, but will not hold a face-to-face conference between the complainant and respondent. In these situations, the complainant must complete an online [Student Complaint Form](#) (Attachment A) and the respondent is strongly encouraged to complete the [Response](#)

to Student Complaint Form, Form 2530/002, (Attachment B). If the complaint cannot be resolved to the satisfaction of the complainant, the Vice Chancellor for Student Affairs (or designee) informs the complainant that she/he has the option of filing a formal grievance following procedures outlined in Section 5.

5. **Grievances**

A. **Referral to Student Grievance Committee**

If under Section 4 preceding:

1. the Vice Chancellor for Student Affairs (or designee) has found that a serious violation of college policy might have occurred;
2. *or* if the complainant has chosen to bypass mediation;
3. *or* if the respondent has chosen not to attend a scheduled mediation conference; or
4. *or* if a complainant is not satisfied with the outcome of a mediation conference;
5. *and* if the complainant has completed and returned a [Student Grievance Form, Form 2530/003](#), (Attachment C) within five (5) days of 1 through 4 above to the Vice Chancellor for Student Affairs;

then the grievance is referred to the Student Grievance Committee.

Before forwarding the [Student Grievance Form](#) to the Student Grievance Committee, the Vice Chancellor for Student Affairs attempts to gather any information relevant to the alleged violation of college policy. Together with the [Student Complaint Form](#) (if any) and the [Student Grievance Form](#), the Vice Chancellor for Student Affairs forwards this information to the committee. This information might include:

- notes from interviews the Vice Chancellor for Student Affairs (or designee) conducted with the complainant, respondent, respondent's supervisor, or witnesses (if any);
- notes from any mediation conference conducted as described in Section 4B.
- a brief summary of other complaints, grievances or incidents, on file, found to have merit*, against the respondent (if any);

- a brief summary of any on-file administrative charges of similar behavior, found to have merit*, against the respondent (if any);
- if the respondent chooses to provide it, his/her written response on the [Response to Student Grievance, Form 2530/004](#), (Attachment D) and any accompanying documentation.

**Note: Only complaints, grievances, incidents, charges that were (at the time of the incident or submission of student complaint form) discussed by the respondent's supervisor or Vice Chancellor for Student Affairs (or designee) with the respondent and which were either acknowledged to have happened by the respondent or found to have occurred through the grievance process may be given to the committee.*

B. Hearing

1. Location. All hearings are handled on the campus/site where the alleged violation occurred regardless of the home campus/site of the complainant(s) or respondent(s). Incidents occurring at Delgado sites where no full-time faculty/staff are housed are to be handled on the Charity, City Park or West Bank Campus, as appropriate.
2. Scheduling. The grievance committee schedules a hearing within ten (10) days of receiving the [Student Grievance Form](#).
3. Notification. Immediately, the committee, in writing, notifies the complainant, respondent, respondent's supervisor and the Vice Chancellor for Student Affairs of the day, time, and location of the hearing.
4. Procedures. In order to protect the rights of all those who might appear before the grievance committee and to provide the respondent with a fair hearing, the following procedures are followed:
 - a. the complainant and respondent are provided written notice of the hearing at least 72 hours in advance;
 - b. All five appointed members of the committee must be present at the hearing; however, in the event an emergency prohibits the committee member from attending, the Vice Chancellor for Student Affairs names a replacement.
 - c. except in cases of unavoidable emergency, if the complainant does not appear or does not request a postponement in advance, the grievance is nullified;

- d. except in cases of unavoidable emergency, if the respondent does not appear, the hearing will proceed;
 - e. the complainant and respondent are provided the opportunity to testify if they so desire;
 - f. the complainant and respondent are provided the opportunity to present the testimony, either in writing or orally, of any competent witnesses who have personal knowledge of the grievance;
 - g. in an advisory capacity only, the complainant and respondent are permitted to have a representative attend the hearing (The representative may not speak to or ask questions of any member of the committee or anyone appearing before it.); and
 - h. both the complainant and respondent (if they choose to attend the hearing) are permitted to be present during all testimony heard by the committee.
5. Findings. After hearing from all of those who appear and offer relevant testimony, the committee excuses all but its members and retires to consider the grievance. It makes a decision based on the relevant written and oral evidence presented. If the committee finds the grievance has merit, it recommends an appropriate punishment.

Within five (5) days of the hearing's conclusion, the chair of the committee notifies, in writing, the Vice Chancellor for Student Affairs on which the hearing is held, of the committee's findings and recommended punishment (if any).

The Vice Chancellor for Student Affairs, within five (5) days of receiving the committee's findings communicates, in writing, her/his disposition to all parties to the grievance and the committee members.

A copy of the committee's findings and Vice Chancellor for Student Affairs' ruling is filed in the Student Complaint/Grievance Files maintained by the Vice Chancellor for Student Affairs.

6. Appeals

The final appeal in grievance cases, at the college level, is to the Chancellor. If the complainant or respondent wishes to appeal the ruling of the Vice Chancellor for Student Affairs, the complainant or respondent must file his/her appeal, in writing, within five (5) days of being notified of the Vice Chancellor for Student Affairs' ruling.

Within five (5) days of receiving the appeal, the Chancellor notifies, in writing, all parties to the grievance, the committee members, and the Vice Chancellor for Student Affairs of her/his ruling on the appeal.

A copy of the Chancellor's ruling is filed in the Student Complaint/Grievance Files maintained by the Vice Chancellor for Student Affairs.

7. **Composition of Student Grievance Committee**

The Student Grievance Committee is responsible for making policy recommendations regarding student grievances, and for ensuring that consistency in interpretation of these guidelines is maintained at all hearings.

Each year the Chancellor appoints the Student Grievance Committee, which consists of a pool of three faculty, two unclassified staff, and one student appointed from each campus or site with full-time faculty and staff. The Chair is appointed by the Chancellor and serves as a voting member of the committee.

For each hearing, the Vice Chancellor for Student Affairs appoints five members of the Committee, including the Chair, with two members from the campus/site where the alleged violation occurred. All five appointed members of the committee must be present at the hearing; however, in the event an emergency prohibits the committee member from attending, the Vice Chancellor for Student Affairs names a replacement.

A committee member may recuse himself/herself from a particular hearing if the committee member feels there might be a conflict of interest in the particular case. In the event a member recuses himself/herself, a replacement, for that hearing, is named by the Vice Chancellor for Student Affairs.

8. **Sanctions**

A. **Student Sanctions**

If student sanctions are warranted, the Vice Chancellor for Student Affairs or designee will initiate the College's [Student Judicial Procedures](#).

B. **Employee Sanctions**

If sanctions are warranted, the Vice Chancellor for Student Affairs forwards his/her recommendation to the Director of Human Resources and the appropriate Vice Chancellor within five (5) days. Among measures the Vice Chancellor for Student Affairs might recommend are:

- a written reprimand;
- suspension with pay;
- suspension without pay;
- demotion;
- removal of tenure; and/or
- termination.

If the final recommendation involves termination, revocation of tenure, or separation, additional due process procedures are required and initiated by the College.

9. **Timeline for Procedures**

A. **Mediation**

1. Within ten (10) days of the alleged incident, a student must complete an online [Student Complaint Form](#) (Attachment A). If at the time of the alleged incident, the respondent is a faculty member in whose class the student is enrolled, the complainant has until ten (10) days following the official end of that semester to submit an online [Student Complaint Form](#).
2. Within five (5) days of the student's filing an online [Student Complaint Form](#), the Vice Chancellor for Student Affairs (or designee) meets with the complainant to discuss the alleged incident.
3. Within ten (10) days of meeting with the complainant, if the Vice Chancellor for Student Affairs (or designee) has found that a violation of college policy might have occurred and the complainant accepts the offer of a mediation conference, the mediation conference will be scheduled.
4. At least five (5) days prior to holding a mediation conference, the Vice Chancellor for Student Affairs (or designee) notifies, in writing, the complainant, respondent, and respondent's supervisor of the day, time, and location for the conference and provides the respondent and her/his supervisor with a copy of the [Student Complaint Form](#), completed by the complainant.

B. **Grievance**

1. If the complainant rejects mediation, the complainant must file a [Student Grievance Form, Form 2530/003](#) (Attachment C) within five (5) days of meeting with the Vice Chancellor for Student Affairs (or designee).

2. If under Section 9A, the Vice Chancellor for Student Affairs (or designee) has found that no violation of college policy has occurred and the complainant wishes to proceed with the grievance, the complainant must file a [Student Grievance Form](#) within five (5) days of the Vice Chancellor for Student Affairs (or designee)'s finding.
3. If a mediation conference is held and the respondent fails to appear, the complainant has five (5) days to file a [Student Grievance Form](#).
4. If a mediation conference is held and the complainant is not satisfied with the results of the mediation conference, the complainant has five (5) days to file a [Student Grievance Form](#).
5. Within five (5) days of receiving a [Student Grievance Form](#), the Vice Chancellor for Student Affairs refers the grievance to the Student Grievance Committee.
6. Within ten (10) days of receiving the [Student Grievance Form](#) and accompanying documents the Student Grievance Committee schedules a hearing.
7. In writing, at least three (3) days in advance of the hearing, the committee notifies the complainant, respondent, respondent's supervisor, and the Vice Chancellor for Student Affairs of the day, time, and location of the hearing.
8. Within five (5) days of the hearing's conclusion, the chair of the grievance committee notifies, in writing, the Vice Chancellor for Student Affairs, of the committee's findings and recommended punishment (if any).
9. The Vice Chancellor for Student Affairs communicates, in writing, his/her disposition to all parties to the grievance, the committee members, and the Vice Chancellor for Academic Affairs within five (5) days of receiving the committee's findings.

C. **Appeal**

1. If the complainant or respondent wishes to appeal the ruling of the Vice Chancellor for Student Affairs, the complainant or respondent must file his/her appeal, in writing, with the Chancellor within five (5) days of being notified of the Vice Chancellor for Student Affairs' ruling.
2. Within five (5) days of receiving the appeal, the Chancellor will notify, in writing, all parties to the grievance, the committee members, and the Vice Chancellor for Student Affairs of her/his ruling on the appeal.

10. **Cancellation**

This policy and procedures memorandum cancels DCI 2530.2, *Student Grievance Procedure*, dated February 20, 1990.

Attachments:

- Attachment A- [Online Student Complaint Form](#)
- Attachment B- [Response to Student Complaint Form \(Form 2530/002\)](#)
- Attachment C- [Student Grievance Form \(Form 2530/003\)](#)
- Attachment D- [Response to Student Grievance \(Form 2530/004\)](#)

Addenda:

[Student Grievance Process Flowchart](#)

[Student Academic Complaint Procedure](#)

Review Process:

Student Grievance Committee 11/20/97; Student Affairs Council 12/11/97; Faculty Senate Executive Committee 2/5/98; Executive Council 2/17/98
Title Updates – Vice Chancellor for Student Affairs Approval 2/24/05; 3/6/08; 6/8/12
Procedural Update - Vice Chancellor for Student Affairs Approval 12/12/12
Procedural Update - Vice Chancellor for Student Affairs Approval 12/6/18, effective 1/3/19

Distribution:

Electronic Distribution Via the College's Website

Student Grievance Process
 (Delgado Policy and Procedures Memorandum SA-2530.2A)

