

Process for Filing An Academic Student Concern

Step 1

Student attempts to **informally** resolve issue by meeting and/or communicating with college employee/instructor about concern. Both parties should document discussion

Concern resolved

Student not satisfied with result

Step 2

Student will initiate a **formal** concern on the appropriate student concern form and submit to the supervisor or department chair of employee within 5 instructional days

Step 3

Supervisor or Department Chair will provide the employee a copy of the form within 5 instructional days

Employee has 5 days to respond in writing to their supervisor

Step 4

Supervisor or Department Chair will convene a meeting of both parties within 5 instructional days

If both parties **do not** agree to a meeting

Supervisor or Department Chair will investigate and impart a decision in writing to both parties within 5 instructional days

Concern resolved

Student not satisfied with result

The Committee will provide its written decision to all parties within 5 instructional days following the hearing.
The decision is final and may not be reviewed.

Within 10 instructional days, the **Appeal Review Committee** will meet with the student, instructor, and supervisor or chair to hear the points at issue in the appeal

Within 5 instructional days after the decision, the **student** will notify the appropriate Vice-President, in writing, to request a hearing before the Appeal Review Committee

Step 6

Step 5