

PROCEDURE 4.081 STUDENT GRIEVANCE

The Labette Community College Administration and Board of Trustees recognizes the right of students to express their grievances and to seek a solution concerning disagreements of practices or differences of interpretation of policy and procedure that might arise between the college and its students. Should a grievant feel, after oral discussion with the College Official (faculty or staff member with whom you have the grievance), that the student's rights under Labette Community College Policy and Procedure have been violated, the student may file a grievance.

1. The grievant shall, present the facts, in writing, to the proper College Official, within five (5) working days after the grievant is aware of or reasonably could have been made aware of the facts upon which the grievance is based. The decision of such official shall be made, in writing to the grievant student's Labette Community College email, within five (5) working days. If the College Official is an instructor and/or Program Director, the grievance is filed with the College Official's supervisor (Dean of Instruction or Career Technical Education Director).
2. Should the grievant decide that the reply of the College Official is unsatisfactory, the grievant shall, within five (5) working days, submit an appeal to the appropriate vice president. The vice president will either consider the appeal or refer the appeal to another vice president for disposition. The decision of the vice president shall be made, in writing to the grievant student's Labette Community College email, within five (5) working days.
3. Should the grievant decide the reply of the vice president is unsatisfactory, the grievant shall, within five (5) working days, submit an appeal to the college president. The decision of the president shall be made, in writing to the grievant student's Labette Community College email, within five (5) working days.
4. Should the grievant decide that the reply of the college president is unsatisfactory; the matter may be appealed, within ten (10) working days, to the Board of Trustees. The Board of Trustees shall hear the appeal no later than their next regularly scheduled meeting. The decision of the Board of Trustees, upon such review, shall be final.

If the individual to whom the grievance or appeal should be presented is involved in the grievance, the grievant may submit the grievance or appeal to the next higher level in the grievance process (i.e. Vice President, President, or Board of Trustees). The individual receiving the grievance/appeal may respond or refer it to an appropriate employee for disposition.

In addition to utilizing the statutorily created political subdivisions of the state complaint process can be found at <http://www.labette.edu/about/consumer-information.html>.

Approved: 4/4/16

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