

Title :	Student Grievance Procedure – Non-Academic Standards	
Number :		5810.01
Approved :		01/14/2021
Reference :	GCCCD 2075.01, 4700.00, 5800.00, 5800.01, 5810.02	

Students aggrieved by College actions of a non-academic nature that were applied by the Dean of Students or authorized designee shall have the opportunity for appeal.

When a complaint related to a non-academic action is alleged by a student, with the exception of sexual harassment, the student shall subscribe to the following procedure to render the complaint legitimate. Complaints of sexual harassment should follow the procedure described in the Graham County Community College District’s (GCCCD) Regulation 2075.01 “Procedures for Alleged Violations of the Title IX Sexual Harassment Regulations. The student’s right for grievance shall be forfeited if the complaint is not addressed through the Official Review Process — Non-Academic Standards. The Official Review Process — Non-Academic Standards may not be applicable when services are delivered under the provisions of a negotiated contract. The appeal process does not suspend any actions which are being grieved.

Official Review Process — Non-Academic Standards

Term	Definition
Days	Calendar days exclusive of weekends, semester breaks, and official holidays as identified in the current EAC Academic Catalog.
Complainant	Student alleging complaint
Official	College official(s) responsible for the program or action for which the student complainant has a grievance
Student Affairs Officer	Dean of Students or authorized designee selected by the College President for oversight of student affairs
Judiciary Committee	The Judiciary Committee serves as an appeals committee for student grievances involving non-academic standards. The Committee is also charged with the responsibility to advise the College President on policies, standards, and rules and regulations for non-academic standards that are applied in the grievance process.
Non-Academic Standards	All institutional actions exclusive of academic standards and discrimination as defined by federal or state laws

Step 1. The Complainant shall seek out, within five (5) days of the action, the Official so both parties may be afforded an opportunity to clarify facts and reach a mutually acceptable grievance resolution.

Step 2. If Complainant satisfaction is not achieved in Step 1, the Complainant shall provide a written request identifying the problem and request a meeting with the Dean of Students or designee within five (5) days after receiving a recommended grievance resolution as provided in Step 1. Within five (5) days of receipt of the request, the Dean of Students or designee shall arrange for a meeting with the Complainant and attempt to mediate an acceptable resolution.

Step 3. If Complainant satisfaction is not achieved in Step 2, the Complainant shall provide a written request for a hearing by the Judiciary Committee. The request shall articulate the complaint and shall be delivered to the Chairperson of the Judiciary Committee and the Dean of Students or designee within five (5) days after receiving a recommended resolution as provided in Step 2. Within ten (10) days of receipt of the request for a hearing, but not less than three (3) days of receipt of the request, the Chairperson of the Judiciary Committee shall arrange for a hearing. The Complainant, the Dean of Students or designee, and the Official shall attend the hearing. Within ten (10) days of the conclusion of the hearing, the Chairperson of the Judiciary Committee shall set forth a written document addressing findings of fact and the decision reached by the Committee. Copies shall be addressed to the Complainant, the Dean of Students or designee, the Official and the College President. Decisions made by the Judiciary Committee are binding.

