Student Grievance Procedure

Step 1: Student hereafter referred to as grievant, will submit a written grievance within ten working days of the incident to the District Director where the student is registered, with proper documentation and stated outcomes.

Step 2: District Director will attempt to resolve the issue by calling a meeting with the concerned parties. This meeting will be called within five working days of receiving the written grievance from the student.

Step 3: If the issue is not resolved at this level, the grievant will take it to the Local Board at the next scheduled meeting. If the Local Board is not scheduled to meet within ten working days, a special meeting will be called within ten working days to deal with this issue in a timely manner.

Step 4: If the issue is not resolved at this level within five working days, the grievant will take it to the Vice President for Instruction, Coordinator for Support Services and the permanent sub-committee “Appeals Committee” which consist of members from the Student Services Committee in the ten working days.

Step 5: If the issue is not resolved at this level within five working days the grievant may appeal the decision to the hearing officer who must render a decision on the grievance with 10 days of receipt of the appeal.

NOTE*

1. Rapid City Extension and Cheyenne River College Center will skip Step #3
2. In the event the Grievance involves the District Director the Support Services Coordinator will assume the role of the Director in this process.
3. Student can have representation at their own expense.