

Mountwest Administrative Procedure

Student Grievance

The purpose of the grievance procedure is to provide students at the College a process for resolving any concerns relative to their student rights.

1. Informal Resolution Process
 - a. The student may first discuss his/her grievance with the individual against whom the grievance exists.
 - b. If the grievance is not resolved between the individuals involved, the student may begin step two. This action must be taken within thirty days of the original incident.

2. Initiation of Formal Academic or Social Grievance

Step One

If the grievance is not resolved informally, the student shall formally and in writing present the grievance to the appropriate Dean. If the grievance is directed against a Dean, the grievance shall be presented to that individual's supervisor. Notice of formal grievance must be given no later than during the subsequent academic term in which the incident occurred. Grievance notifications outside such timeframes are subject to dismissal at the discretion of the Dean.

Step Two

Upon receipt of a formal grievance, the Dean shall request that the President convene a grievance appeal committee.

Step Three

The College President will appoint a committee of neutral and objective individuals from the following representative groups:

Administrators

Faculty members

Students

The College President will designate a chair for the committee from among the appointees.

Step Four

Each committee member will receive a copy of the written grievance with the supporting statements and evidence. After receiving the written grievance, the committee will hold a hearing and both the grievant and the individual against whom the grievance is directed will be given the opportunity to present and be heard. The grievant may have one advisor at the hearing; however, the advisor may not speak during the meeting. The Chair shall be responsible for informing the appropriate Dean (or appropriate supervisor) of its recommendation and the reasons for the recommendation, in writing.

Step Five

The Dean (or appropriate supervisor) shall consider the recommendation and render a written ruling on the matter. The Dean (or appropriate supervisor) shall inform both parties of the decision in writing by certified mail.

The notification of the decision concludes the grievance process.

NOTE:


The grievant may withdraw his/her grievance at any phase of the process provided that all concerned parties are notified in writing.

Effective Date: November 25, 2009

Revised Effective Date: March 11, 2011

Approved by: Dr. Keith Cotroneo, President

Signature: _____

A handwritten signature in blue ink, appearing to be 'K. Cotroneo', is written over a horizontal line. The signature is stylized and cursive.