



General Student Grievance Form

Purpose

The Judicial Committee, upon request, will hear the student grievance and act within its authority.

Committee's Purpose

Within ten (10) college working days of filing the General Student Grievance Form, the Judicial Committee will:

- Hear the grievance
- Review any documentation and question individuals who may have pertinent information
- Discuss findings of the hearing
- Make recommendations to the College President

Response

- The College President will provide written notice of the decision to the student within five working days

Student Request

I request a hearing before the Vance-Granville Community College Judicial Committee.

Student Name:

Student ID Number:

Signature

Date



Student Name:

Please state the basis for your grievance. Attach additional pages and documentation if applicable.



General Student Grievance Procedure

Student grievances that are not academic or disciplinary in nature and/or involve conflicts with other students, alleged violation of students' civil rights, including sexual harassment, should be addressed according to the following procedures:

1. When circumstances occur that cause a student to feel that he/she has a grievance, the student should discuss the issue with a Dean or the Vice President of Employee and Student Services within a reasonable time after the grievance has occurred. The Dean or Vice President of Student Services may:
 - a. Disseminate information concerning the complaint to the appropriate College officials,
 - b. Investigate the complaint,
 - c. Refer the student to appropriate College officials, or
 - d. Negotiate a resolution to the grievance.
2. If a satisfactory resolution is not reached, the student may file a General Student Grievance Form with the Dean or Vice President of Employee and Student Services. If the student is not satisfied with the decision, he or she may request a formal hearing before the Judicial committee within ten working days.
3. The Judicial committee will convene to hear the merits of the complaint and make a recommendation to the President.

Hearing

The Judicial Committee will:

- Hear the complaint from those filing grievance; along with any witnesses;
- Question witnesses; clarify information as needed
- Discuss facts in closed session to determine if action is justified;
- Provide a written recommendation within (5) working days to the College President to:
(1) support grievance **or** (2) not support grievance.

4. The President will consider the Judicial committee's recommendation and will make a decision within five (5) College working days of receiving the committee's recommendation.
The President's decision will be final.



Guidelines for General Student Grievance Hearing

- a. Hearings will be conducted in private. Admission to any person to the hearing shall be at the discretion of the Chairperson of the hearing.

Note: If allowed entry into the hearing, participation of legal counsel will be limited to only an advisory function. Legal counsel cannot address the committee or witnesses unless invited by the chairperson.

- b. In an issue involving more than one student, separate hearings may be conducted at the discretion of the chairperson.
- c. The complainant (student) is responsible for presenting his or her own case before the committee. No advisor, including legal counsel, may speak or participate directly unless allowed by the chairperson.

Note: The Vice President of Employee and Student Services may act as the Representative for the College or defer to another College Official.

- d. The complainant, the college representative, and the hearing committee shall have the privilege of presenting witnesses. A list of witnesses must be provided to the committee chairperson one day prior to the scheduled hearing.
- e. All cross-examination of witnesses shall be conducted by the hearing committee unless permission is granted by the committee chairperson.
- f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the hearing committee. All evidence to be presented at the hearing must be provided to the committee chairperson, through the Vice President of Employee and Student Services, at least 24 hours prior to the scheduled hearing. All documents or evidence to be presented shall be made available upon request to complainant or college representative two hours prior to the scheduled hearing.
- g. All procedural questions are subject to the final decision of the committee chairperson.
- h. The committee chairperson may impose a reasonable time limit on the complainant, the college representative, or any witness during the hearing. The chairperson may also limit the scope of testimony if deemed not pertinent to the case.
- i. The College may make an audio recording, video recording, or transcription of the hearing that will become the college's property. No other audio recording, video recording, or transcription of the hearing will be allowed.

- j. At the conclusion of the hearing, the committee will conduct discussion of the case and vote in private. A simple majority vote will rule, with the chairperson only voting if necessary to break a tie vote. **Ex-officio members of the committee may participate in the discussions but will not vote in the decision.**
- k. The recommendation of the committee will be to either support the grievance by concluding that: (1) The issue presented by the complainant (student) is reasonable and the grievance is justified based upon the facts and circumstances presented. (2) proper college procedures were not followed.
- or
- to NOT support the grievance
- (1) The recommendation of the committee will be to not support the grievance, based upon the determination that the grievance issue is not reasonable based upon the facts and circumstances presented.
- (2) Proper College procedures were followed.
- l. The committee will forward its findings in the form of a recommendation to the College President. The President will accept or reject the committee's recommendation. **The President's decision will be final.**
- m. In the event that the complainant or college representative does not appear at the hearing without just cause, the committee may still hold the hearing in their absence and make a recommendation to the College President. The committee must wait a minimum of 15 minutes after the scheduled hearing time to hold a hearing in either party's absence.