

# Due Process For Student Academic/ Instructional Grievance Cases

Students are guaranteed procedural and substantive due process in all cases involving formal academic grievances. The College also assures each student that no action will be taken on grounds which are not supported by academic policies/procedures. A student should immediately seek a resolution of all academic grievances with the instructor. If a satisfactory conclusion cannot be reached, the student should appeal in writing to the appropriate Division Chair immediately. Within five (5) days of this notice, excluding Saturdays, Sundays, and official College holidays, the appropriate Division Chair will take testimony from the student, the instructor, and all appropriate witnesses and will issue a decision in writing to the student and provide a copy to the Associate Dean responsible for Academic Transfer, Health Science or Career Technical Education as appropriate. The student may appeal in writing to the appropriate collegewide Associate Dean. Within three (3) days of this notice, excluding Saturdays, Sundays, and official College holidays, the collegewide Associate Dean will issue a decision in writing to the student and provide a copy to the Dean of Instruction. The student may appeal in writing to the Dean of Instruction. Within three (3) days of this notice, excluding Saturdays, Sundays, and official College holidays, the Dean of Instruction will issue a decision. The decision of the Dean of Instruction is final.