

## Procedure 4.081

\* If you have a grievance in relation to Procedure 2.010, Sexual Harassment, follow the process within that procedure.

The Labette Community College Administration and Board of Trustees recognizes the right of students to express their grievances and to seek a solution concerning disagreements of practices or differences of interpretation of policy and procedure that might arise between the college and its students.

Should a student feel, after oral discussion with the College Official (faculty or staff member with whom you have the grievance), that the student's rights under Labette Community College's Policy and Procedure Manual have been violated, the student may file a grievance.

\*\*\*The student must contact the Vice President of Student Affairs for information regarding the process and the appropriate College Officials within the process.

Within all steps of the Grievance Process, the decision will be based on a preponderance of the evidence (i.e. whether it is more likely than not that a violation did or did not occur; 50% plus a feather).

1. The grievant shall, present the facts, in writing, to the proper College Official, within five (5) working days after the grievant has had the oral discussion with the College Official. The decision of such official shall be made, in writing to the grievant student's Labette Community College email, within five (5) working days.
2. Should the grievant decide that the reply of the College Official is unsatisfactory, the grievant shall, within five (5) working days after receipt of the College Official's decision, submit an appeal to the College Official's direct supervisor. The decision of the direct supervisor shall be made in writing to the grievant student's Labette Community College email, within five (5) working days.
3. Should the grievant decide that the reply of the direct supervisor is unsatisfactory, the grievant shall, within five (5) working days or receipt of the direct supervisor's decision, submit an appeal to the appropriate vice president or dean if this level has not been reached. The vice president or dean will either consider the appeal or refer the appeal to another vice president for disposition. The decision of the vice president or dean shall be made in writing to the grievant student's Labette Community College email, within five (5) working days.
4. Should the grievant decide the reply of the vice president or dean is unsatisfactory, the grievant shall, within five (5) working days of receipt of the vice president's decision, submit an appeal to the Grievance Panel through either the Vice President of Student Affairs or the Human Resource Director. The decision of the Grievance Panel shall be made in writing to the grievant student's Labette Community College email, within ten (10) working days.
5. Should the grievant decide the reply of the Grievance Panel is unsatisfactory, the grievant shall, within five (5) working days of receipt of the Grievance Panel's decision, submit an appeal to the college president. The decision of the president shall be made in writing to the grievant student's Labette Community College email, within five (5) working days.
6. Should the grievant decide that the reply of the college president is unsatisfactory; the matter may be appealed, within ten (10) working days or receipt of the president, to the Board of Trustees. The Board

of Trustees shall hear the appeal no later than their next regularly scheduled meeting or within 30 working days, whichever is greater. The decision of the Board of Trustees, upon such review, shall be final.

If the individual to whom the grievance or appeal should be presented is involved in the grievance, the grievant may submit the grievance or appeal to the next higher level in the grievance process (i.e. Vice President, President, or Board of Trustees). The individual receiving the grievance/appeal may respond or refer it to an appropriate employee for disposition.

In addition to utilizing the statutorily created political subdivisions of the state complaint process can be found at [Consumer Information](#).

Approved: 4/4/16

Revised: 6/15/17, 8/2/17, 4/16/18, 10/4/18, 8/14/20