

STUDENT GRIEVANCES

Non Grade Issues

UA Cossatot does not tolerate actions by students or staff that interfere with student learning and safety. Students have the right to grieve an action by an employee or another student if the action related to improper conduct includes but is not limited to harassment of any kind, bullying, threatening another individual or the college, or terroristic threats.

Complaints for issues unrelated to improper conduct may be made to the appropriate Division Chair or program director who then has the ultimate responsibility to resolve the complaint.

Steps to be used in a formal, non-grade related grievance can be found in the Student Handbook and Catalog.

Refer to Policy and Procedure 206 for Title IX Complaints.

Grade Issues

If a student believes an error in a grade has occurred, the student should initiate a review of the grade no later than three business days of grade being posted. If the course is a FLEX or part of a medical program, the student should be initiate a review of the grade within twenty-four hours of the grade being posted.

Steps to be used in a formal, grade related grievance can be found in the Student Handbook and Catalog. The most up-to-date version will always be available online at <https://www.cccua.edu/student-life/student-policies>

Policy History:

November 5, 2019
January 8, 2018
January 11, 2016

STUDENT NON-GRADE GRIEVANCE PROCEDURES

If a student has a complaint regarding processes or practices at UA Cossatot, he or she should discuss such with an instructor, advisor, program director, or Division Chair. Students have the right to grieve an action by an individual if the grievance relates to improper conduct including, but not limited to, harassment of any kind, bullying, threatening another individual or the college, terroristic threats or behavior and other forms of improper conduct that lowers the existence of another person.

If a formal grievance is submitted, as part of due process, the following steps should be used in any formal complaint or grievance, with the exception of a Title IX complaint, which follow Policy and Procedure 206.

1. The student must present the complaint verbally within five business days of the alleged incident to the Division Chair or program director. The specific complaint and remedies sought should be included.
2. If unsatisfied with the response, the student must present the complaint in written form within five business days following the response from the Chair or director to the Vice Chancellor of Academics and include the specific grievance/complaint and specific remedies sought.
3. The Vice Chancellor of Academics has five business days in which to investigate and respond in written form.
4. If unsatisfied with the response, the student may again appeal within five business days to the Vice Chancellor of Academics who will refer the appeal to the Student Appeals Committee who must respond in writing within five business days.
5. If the student is unsatisfied with this result, an appeal may be made within five business days to the Chancellor, who will hear the complaint and render a decision within ten business days.

The student should continue required coursework during this process. Any penalties normally assessed during a student's absence will also be applied during the appeals process. This includes, but is not limited to, absences, tardies, late exam penalties, etc.

Accommodations for special needs are determined on an as-needed, individual basis. Interpreters, readers, note-takers, etc., are available to assist in the hearing and appeals process. Please contact Disability Services to request accommodations.

Procedure History:

September 16, 2019

December 4, 2017

FORMAL GRADE APPEAL PROCESS

If a student believes an error in a grade has occurred, the student should formally initiate a review of the grade no later than three business days of grade being posted. If the course is a FLEX or part of a medical program the student should initiate a review of the grade within twenty-four hours of the grade being posted.

1. The student should submit the grievance petition form, which is available on the website, within the required timeframe to the Vice Chancellor of Academics. The Vice Chancellor will provide the appeal to the Division Chair and faculty member. The completeness and accuracy of the grade will be reviewed by the Division Chair and faculty. The Division Chair will respond to the student in writing of the appeal status within two business days of receiving the appeal.
2. If the student is unsatisfied with the response, the student must submit a second grievance petition form to the Vice Chancellor of Academics within two business days of receiving the response. All information from the initial petition must be included. The Vice Chancellor of Academics has the responsibility to research the situation and will respond to the student in writing within two business days of receiving the student's request.
3. If the student is unsatisfied and wishes to further appeal, the student should contact the Vice Chancellor of Academics requesting a hearing by the Student Appeals Committee. At the hearing, the instructor and the student may both make individual presentations, and the Student Appeals Committee may ask questions and seek clarification. The committee will make the final decision, and the Vice Chancellor of Academics will provide the final written decision. In the event of a grade change, the final grade will be recorded by the Registrar as directed by the Vice Chancellor of Academics.

Procedure History:

September 16, 2019

December 4, 2017
