

## ADMINISTRATIVE PROCEDURES

<b>TITLE:</b> Student Grievances	<b>PROCEDURE:</b> AP – 7.26
<b>REFERENCES:</b> 6Hx117.26 Student Handbook Planner	<b>RESPONSIBLE ADMINISTRATOR:</b> Vice President of Student Affairs
<b>LAST REVISION:</b> November 15, 2021; July 13, 2021; June 28, 2017; March 23, 2010	<b>PAGE:</b> 1 of 5

The District Board of Trustees recognizes the right of individual students to seek redress of grievances and authorizes the President, or designee, to develop and implement procedures to assist students and faculty in resolving students' grievances while facilitating and supporting student success. Students who have grievances shall have an opportunity to express them through proper channels.

Any member of the College community may file a grievance with the Student Ombudsman/Student Advocate, Vice President of Student Affairs office, or other designee. Any allegation should be submitted as soon as possible after the alleged violation takes place, preferably within seven business days. Reports must be filed with the Vice President of Student Affairs office within ninety (90) calendar days of the incident or knowledge about the incident. IRSC reserves the right to exercise professional discretion to extend this filing time in cases of harassment, endangerment, stalking or other behaviors that pose a threat to the safety, welfare or well-being of another person or the IRSC community or where the delay is related to victimization issues. However, filing this report does not mean the College will formally charge the accused with a violation. Whenever possible the College will attempt to resolve the matter through an informal resolution.

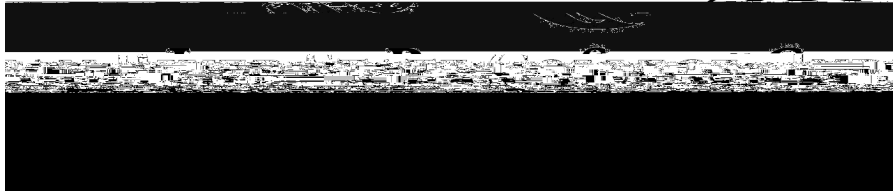
The President has established the following formal review committees to handle all forms of student grievances:

- Academic Review/Admissions Committee
- Appeals Committee
- Scholarship/Financial Aid Committee
- Student Affairs Committee
- Athletic Committee

Students in the Criminal Justice Institute do not come under the jurisdiction of the review committees named in the previous paragraph. Criminal Justice students must follow the Process for Disciplinary Review as described in the Criminal Justice Policy Manual.

Procedure for submitting a grievance per 7.26 is as follows:

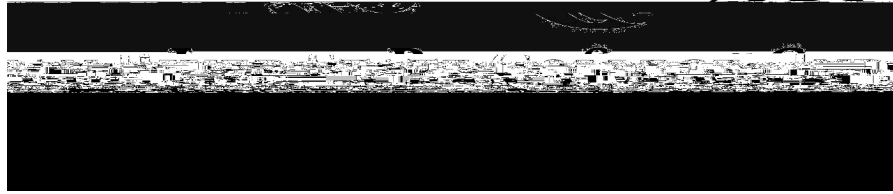
Other students seeking review of a grievance should make a written request for review to the:



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x Vice President of Student Affairs for grievances related to the Student Standards of



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The committee's primary function is investigative; the committee makes no decision in the case of student petitions, but serves the sole purpose of recommending to the President various actions and conclusions including a candidate's appeal for readmission.

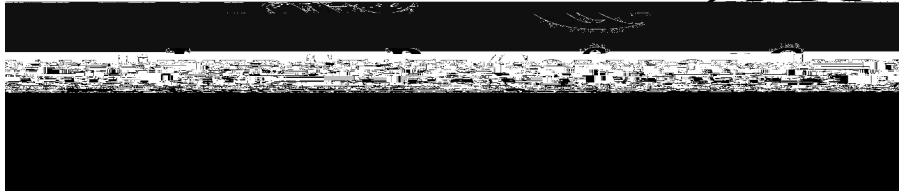
The procedures and actions of this committee are established at the pleasure of the committee membership and generally follow the principles of Roberts Rules of Order. The committee may entertain information from any resource it deems appropriate. This committee comprises one element in an established procedure for the purpose of due process at IRSC. In the course of its investigations the committee may bring to light other individuals or issues which it may decide are relevant and should be brought to bear on the case at hand.

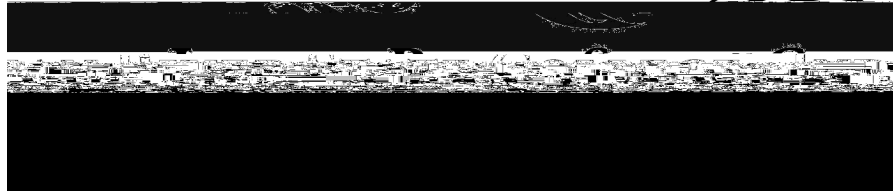
A student, faculty member, or other member of the College community initiates an investigation by this committee by presenting a petition to the Vice President for Student Success for academic review, admissions or appeals, for permission to present a case to the committee. The petition must state clearly in writing the petitioner's reasons for requesting an investigation. The Chair of the Academic Review Committee is the Vice President of Student Affairs, and the Chair of the Admissions Committee is the Vice President for Student Success who serves in that capacity without vote.

The quorum shall be threequarters of the membership. The committee's recommendation is sent to the President or designated representative. The individual who initiated the investigation may appeal the committee's recommendation by petitioning the Appeals Committee through the Vice President for Student Success. (See following Appeals Committee description for conditions under which an appeal may be instituted.)

**Appeals Committee**—This committee considers appeals from individuals who have been subject to actions that are a result of recommendations from the Student Affairs Committee, the Academic Review Committee, and other committees. This committee will hear appeals on only two conditions:

- a. If the subsidiary committee has violated its own due process procedures.
- b. If there is substantive new evidence to be presented which was not available to the subsidiary committee.



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Student Affairs Committee —This is an administrative hearing committee composed of impartial participants without conflict of interests which investigates alleged violations of student affairs, including, but not limited to, disciplinary issues. Issues may be referred to this committee by any member of the College community. Three faculty members and three student members and their alternates are chosen by the Vice President of Student Affairs. The Chair is the Vice President for Student Success, who serves in that capacity without vote. A quorum shall be the entire membership. The Vice President of Student Affairs prepares the agenda for and is present at each meeting to serve as a resource person for the committee. The committee is a recommending body that reports directly to the President. As a result of the committee’s recommendations or other information at his disposal, the President may act to exonerate, to warn, to censure, to reprimand, to place on probation, to suspend, to recommend expulsion or other actions he deems appropriate to the issues and findings. The Student Affairs Committee is an investigative and recommending group; it is not a judiciary body or court. Procedures and actions appropriate to a court are not necessarily appropriate to this body. Procedures are set by the committee. This committee is one element in an established procedure for due process at Indian River State College. In the course of investigation the committee may bring to light other individuals or issues which may become a matter of investigation. If the student whose case was reviewed by the Student Affairs Committee wishes to pursue the issue further, the student may petition the Appeals Committee. (See the description of the Appeals Committee for the restrictions and limitations which apply).

Athletic Committee—This committee serves as an advisory board to the College’s athletic program. It may recommend policies and guidelines on conduct, studies, and surveys. The committee supports College athletic activities. At least one member of the Athletic Department shall be a member of the committee and the Director of Athletics is to be ex-officio member.