



**DONNELLY
COLLEGE**
EST. 1949

Grievance Policy

Approved Date: August 2021

Reviewed: August 2021

Approved by: Admin Council

Responsible Official: Asst. VP of Student Affairs

Policy Statement

A grievance policy has been established to ensure fair treatment for every student. Any student at Donnelly College may report a general complaint or allege discriminatory treatment regarding, but not limited to, race, sex, color, religion, national origin, or disability. Students are encouraged to follow the informal resolution procedure before moving to the formal resolution procedure.*

** If a student has a complaint dealing with sexual harassment, sexual assault/violence, or unlawful discrimination that could be considered a Title IX complaint, please refer to our specific Title IX web page to receive immediate assistance.*

Informal Resolution Procedure

An informal resolution meeting is intended to address grade reporting errors, classroom behavior, electronic communication, fair treatment, and similar issues. The student arranges a meeting with the person involved in the complaint and the direct supervisor of the person involved. This must be done within fifteen days of the alleged grievance. If the informal process does not resolve the issue, a student may initiate the formal resolution procedure.

Formal Resolution Procedure

A formal complaint should be submitted in writing to the Assistant Vice President of Student Affairs within fifteen days of the incident or within seven days of the informal resolution procedure. The complaint must include contact information, a description of the complaint, and suggested action(s).

The Assistant Vice President of Student Affairs will meet with the student/staff and then conduct any investigation he or she deems necessary.

A written recommendation will be sent within seven days of the student meeting that states the information presented, and recommended actions, if any. Copies of the original complaint and the written recommendation will be sent to all parties involved in the matter.

If any of the parties involved in the formal resolution process do not feel that the complaint is adequately resolved, they may submit a written appeal within fourteen days to the Dean of the College. The written appeal must include all documentation from the informal and/or the formal procedure and must specify the conditions he or she believes were not adequately taken into consideration.

The Dean may refer the complaint to the President of the College. The President makes the final decision within fourteen days of receiving the appeal.