

STUDENT GRIEVANCE PROCESS: ACADEMIC ISSUES

It is the policy at Cayuga Community College to protect the rights and freedoms of students.

I. INITIAL INFORMAL PROCEDURES

The student shall initiate the informal procedures within ten college working days after the student first perceives the alleged violation on which the complaint is based. (For reasonable cause, the Provost and Vice President for Academic Affairs may extend this time requirement.)

The informal procedures outlined below will be initiated prior to a formal grievance being filed.

1. Whenever possible, the student shall meet with the college representative whose actions are the object of the complaint to discuss the issue and attempt to resolve it satisfactorily.
2. If the complaint has not been resolved in conference with the college representative, the student shall file a written grievance with the Provost and Vice President for Academic Affairs within ten college working days after the date of the conference.
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3. Both the student and the college representative named in the grievance may request that the testimony of witnesses be heard. Requests for such witnesses must be made in writing in advance of any hearing scheduled by the Academic Grievance Committee and must be submitted to the Office of Academic Programs no later than five college working days following the date of written notification by the Provost and Vice President for Academic Affairs to the student and the College representative against whom the grievance is directed acknowledging the initiation of a formal grievance procedure. (For reasonable cause, the Provost and Vice President for Academic Affairs may extend this time requirement.) Requests for witnesses must include the complete name of all witnesses, a description of the relationship of the witness to the individual making the request, and a summary of the expected testimony each witness will provide. The Academic Grievance Committee will retain the right to limit the number of witnesses.
4. In the event that either a witness or the College representative, who is the subject of the grievance, does not appear at the meeting(s) called by the Academic Grievance Committee, or will not provide information or documents as requested, the recommendation of the Committee will be made on th

working days.) The Chairperson of the Academic Grievance Committee will submit to the Provost and Vice President for Academic Affairs a written recommendation concerning the appropriate disposition of the grievance, as well as all supporting materials.

6. Within ten college working days of receipt of the recommendation from the Academic Grievance Committee, the Provost and Vice President for Academic Affairs will review the materials submitted, file a final decision, and provide written notification to both the student and the individual against whom the grievance is directed as to the disposition of the grievance. Normally, the Provost and Vice President for Academic Affairs will accept the findings and recommendations of the Academic Grievance Committee and (s)he will take action appropriate to redress any demonstrated harm to the student. However, the Provost and Vice President for Academic Affairs will retain the right to undertake a further review of the grievance, to also interview the student, the individual named in the grievance, and/or request additional material (s)he feels is

Cayuga Community College
ACADEMIC GRIEVANCE FORM

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10. Did you attempt to resolve the issue by contacting the appropriate Division Chair?

Yes () date of contact: _____/_____/_____ No ()

11. Please provide a complete description of the alleged situation, including copies of all supporting and relevant documents. Attach any additional pages necessary.

12. What specific redress or solution do you seek in making this academic grievance?

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