

WHAT CAN I DO IF I FEEL I AM BEING TREATED UNFAIRLY?

It is the policy of the College that all students have at their disposal specific and equitable procedures, which afford due process for resolving grievances.

A grievance is a result of an alleged unfair, inequitable or discriminatory interpretation, application, or implementation of college policy or procedure including the Statement of Non-Discrimination listed on page two of the *College Bulletin*. You may obtain a copy of the grievance procedure from the Office of the Vice President of Operations.

GRIEVANCE PROCEDURE

In a relationship of student to instructor and staff member of SBC, misunderstandings can develop. Therefore, it is imperative that a formalization of procedures be developed to disarm any situation that can develop and also give the student an avenue for correction of a problem. It is the intent of this policy to alleviate any feelings of retribution or prejudice that can arise from problem situations. To assist the student, instructor, staff member, and the college in arriving at a fair and unbiased decision, this procedure will strive to assist in resolving disputes and conditions.

1. **Initial Grievance:** The student must discuss the grievance with the instructor or staff member from whom the disagreement stems. If the matter cannot be settled at this point, the student then has the responsibility to confer with the Vice President of Operations or Dean of Academics. The student may ask one of the Counselors' to attend the meetings with the student.
2. **Submission of Written Grievance:** If the student is not satisfied with the verbal conference with the Vice President of Operations or Dean of Academics she/he must submit a written grievance to the Vice President of Operations or Dean of Academics within five (5) working days and she/he will receive a written response from the Vice President of Operations or Dean of Academics within five (5) working days.
3. **Grievance Committee:** If the student is not satisfied with the written response, she/he has five (5) working days to request in writing that a grievance committee hear the matter. This request is given to the Vice President of Operations or Dean of Academics and a hearing will be scheduled within five (5) working days.

The committee shall be comprised of the following:

- a. Vice President of Operations or Dean of Academics
- b. One counselor selected by the Vice President of Operations or Dean of Academics;
- c. One faculty member selected by the Vice President of Operations or Dean of Academics;
- d. One staff member selected by the Vice President of Operations or Dean of Academics;
- e. One member of the SBC Student Government selected by the grieving student
- f. One Board of Trustees member

The decision of the committee is final. The Vice President of Operations or Dean of Academics will notify the student in writing within five (5) working days of the hearing.