

perceived harm due to action taken by another student or employee. Any individual wishing to file a grievance, or participate in a grievance proceeding, may not be subjected to any disparate treatment by peers, faculty or other college employees.

Any individual who files a grievance should do so in good faith. If it is found that a student filed a grievance that is baseless, then he/she may face disciplinary action. The grievance committee will address issues that are brought forth by faculty, staff and students concerning all areas of relevant disparate treatment of students including but not limited to: all forms of discrimination, bullying, stalking behavior, and mistreatment due to power inequity, sexual harassment, retribution, hazing and verbal abuse. For prompt resolution of a grievance, students are encouraged to try to handle the matter informally by speaking to the involved party prior to seeking assistance from the Executive Director of Student Services. If the student feels that the issue cannot be handled by speaking directly with those involved or feels uncomfortable speaking to them, then the student may go directly to the Executive Director of Student Services. If appropriate, the Executive Director of Student Services will facilitate a process aimed at informal resolution. If the informal resolution of the problem is inappropriate or unsuccessful, then the Executive Director of Student Services will refer the issue to the grievance committee for consideration, and the Director of Human Resources will be notified if applicable.

Student Code of Conduct & Discrimination Policy Complaint Processes

Individuals may file formal complaints against any TCC employee or student under one of two policies: Student Code of Conduct (TCC Policy #4.1.2) and Student Rights & Responsibilities – Discrimination Policy & Grievance Procedures Involving Students (TCC Policy #4.1.1). See previous sections for more information about these policies.

Formal complaints involving a TCC student as the grievant and/or aggrieved are managed by the Executive Director of Student Services (EDSS). In the event the EDSS is involved in this hearing process is the Grievant, Aggrieved, or a witness, a replacement will be named by the President or Vice President for Academic Affairs, as appropriate.

For the purposes of these processes, “day” is defined as a regular business day while classes are in session.

A written complaint should be received by the EDSS within 10 days of the occurrence of the incident. Following the receipt of the formal written complaint by the EDSS, the following steps will occur within five (5) days:

1. Aggrieved is notified of complaint; Aggrieved MAY provide a written response to the EDSS
2. If the situation is appropriate, the EDSS will attempt to mediate a resolution.
3. If the mediation is successful, the complaint is considered resolved. If not,
4. The Aggrieved MUST provide a written response to the EDSS (if hasn't already done so); Grievant will receive a copy of the response once available.
5. The EDSS will form a committee to hear the case.

The committee will consist of six (6) individuals:

- Chair – Non-voting member of the committee; Faculty Member
- Two (2) Faculty Members
- Two (2) Students
- One (1) Staff Member

Following the completion of Steps 1-5 above, the following steps will occur within five (5) days:

6. All documentation received by the DSS is submitted to the Committee Chair.
7. Committee meets to hear and begin deliberation of the case*

*If more than one (1) meeting is required to hear and deliberate the case, ALL meetings must be held within five (5) days of the initial hearing.

Following the hearing and deliberation of the case, the Committee Chair must submit the committee's written decision to the EDSS within five (5) days. The EDSS will then immediately forward the findings to both parties, TCC administration and Human Resources (as appropriate). There are three general outcomes to the committee findings:

1. Committee finds for the Aggrieved. The complaint is resolved.
2. Committee finds for the Grievant. The Aggrieved may appeal.
3. Committee finds the complaint is frivolous and/or malicious. The Grievant may appeal.

For outcomes 2 and 3, written appeals must be filed with the EDSS within five (5) days. If no appeal is received, the complaint is resolved. Appeals will be forwarded to the Appeals Board, which has 10 days to make a final ruling. The Appeals Board is the Vice President for Academic Affairs, Vice President for Administrative Affairs, and Director of Clinical Education.

NOTES: TCC Administration reserves the right to take immediate action on a complaint in extreme situations, by-passing this committee system.

ALL official communications for these processes will be conducted through Edvance360 and TCC's email system.

The highest level of confidentiality will be upheld by the Grievance Committee and individuals involved in the grievance. Information will only be divulged to those who are involved in the investigation relevant to the need for information covered during the process. Breach of confidentiality by any person involved in the Grievance Committee or the process of that committee will be subject to disciplinary action.

Student Code of Conduct and Discrimination Policy Complaint Process

