

# Grievance Procedure for Students

**Purpose:** This standard procedure will provide the student a mechanism for resolving complaints related to school conditions, policies, or practices.

## **Procedure:**

**Level 1:** The student should ask for an appointment with the instructor and attempt to resolve the complaint through informal discussion.

**Level 2:** If the complaint is not resolved at level one, the student may present the complaint to the principal in writing within five days of the Level 1 discussion. The principal will note the date that the complaint is received and will respond in writing to the complainant within five school days. This time period may be extended by mutual agreement between the complainant and the principal.

**Level 3:** The complainant may appeal a Level 2 decision to a faculty committee by notifying the principal in writing within five school days of receiving the Level 2 decision. The principal will note the date that the appeal is received. The faculty committee may or may not interview the complainant and other parties, depending on the nature of the complaint. The committee will render a decision within ten school days unless this period is extended by mutual agreement between the student and the committee.

**Level 4:** If the grievance is not resolved at the school level, students may contact the Council on Occupational Education, 7840 Roswell Road, Atlanta, GA, 30350, and phone number: 1-800-917- 2081. <http://www.council.org/>