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Approved:	John S. Capps
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Rev. Approved	J.J. Sygielski
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Student Grievance Procedures

1.0 Purpose

The student grievance procedure provides students a fair and equitable process to present an issue which they feel warrants action regarding their right to secure educational benefits and services without regard to race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability.

2.0 Revision History

Effective Date: Fall 2005
Revision Date: March 2007

3.0 Applicability

This policy applies to all enrolled students in matters relating to other students, faculty, administrators, and staff at all LFCC locations.

4.0 Policy

Lord Fairfax Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability in its programs or services. The College provides that all grievances relating to students in its programs or activities will be handled fairly and equitably.

The student grievance procedure provides students a fair and equitable process to present an issue which they feel warrants action regarding their right to secure educational benefits and services without regard to race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability.

5.0 Definitions

Grievant: A student who is officially enrolled at Lord Fairfax Community College during a specific academic semester in which the grievance occurs.

Grievance: A grievable offense is any alleged action that violates or inequitably applies the rules, policies, procedures, and regulations of the College or the Virginia Community College System as this application affects the activities or status of each student. The grievant must be personally affected by alleged violation and inequitable action.

Exceptions: This procedure does not apply to course grades, discipline, sexual harassment, or other College policies that reference separate student appeal procedures. The procedure does not apply to matters which the College is without authority to act.

Respondent (s): Another student, faculty member, administrator, or staff identified by the grievant as causing or contributing to the grievance.

6.0 Responsibilities

The responsibilities of the grievance, respondent, vice president of Student Success and other parties are identified under Procedures (7.0).

7.0 Procedures

The grievance must be brought to the formal state within ten (10) class days of the date the grievant knew or reasonably should have known about the action. Each level of procedure must be completed within the stipulated time limits.

1) Informal

The grievant is encouraged to informally discuss the matter in question with the person (employee or other student) most directly involved. While the grievant is encouraged to resolve the issue(s) through the informal process, he/she may elect to go to the formal state by the process outlined below at any time.

2) Formal

- a) The grievant files a student grievance form describing the issue with the Student Life Office. The form must be received and date stamped within ten (10) class days of the date the grievant knew or reasonably should have known about the action. Once a written grievance is filed, within ten (10) class days of receipt of the grievance, the coordinator of student life or designee will determine whether or not the situation states a grievable offense. The matter will be closed if the situation is determined not grievable and the grievant will be notified of the reasons.
- b) If the matter is determined to be grievable, the coordinator of student life or designee shall hear the grievance. A hearing will be held which will give the grievant, respondent, and others invited to appear, the opportunity to explain what they know about the issues surrounding the grievance. Considering the oral and written statements and documents, the coordinator of student life or designee shall issue a decision within ten (10) class days of the hearing. The decision shall be served upon the grievant and the respondent personally or by certified mail to the address on file in the Registrar Office. The decision shall reject the grievance or grant the grievance and make recommendation(s) to resolve the issue(s).

The coordinator of student life or designee's decision is final unless either party files a petition for review with the vice president of student success within ten (10) class days of service of the decision.

- c) If either party files a petition for review, the vice president of student success will review the record and issue a written decision within ten (10) class days of receipt. The decision of the vice president of student success is final.
- d) The vice president of student success may extend the scheduling timelines above for good cause.
- e) If the grievance is against the coordinator of student life, the vice president of student success will designate another person to perform the duties of the coordinator of student life.

8.0

Sanctions

See the Procedure (7.0)

9.0 Interpretation

Authority for interpretation of this policy rests with the Vice President of Student Success.

10.0 Authority/Reference

None