

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Student Services 500.0000.17
SUBSECTION:

Student Rights Appeal
Policy Number: 500.4300.83

POLICY

A student attending the College who questions abridgement of his/her rights should first discuss the matter with the staff employee he/she feels has abridged those rights. An intermediate step should be for an employee of the Student Services staff to mediate a discussion between the student and the staff employee to clarify the matter and suggest alternatives, if needed. If the student is still not satisfied, the next option would be to file a grievance.

With regard to personal rights, the College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or military veteran status, as is defined by law, in employment or in admission to or the operation of its educational programs and activities, as prescribed by federal and state laws and regulations.

Inquiries concerning the application of these laws and regulations to the College may be directed to the College's Equal Opportunity Office, WNCC Human Resources Office, 1601 East 27th, Scottsbluff, NE 69361, or to the Director, Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

Each student has the right to file a grievance on any abridgement of his/her rights. Such an appeal must be initiated in writing by the student within three (3) weeks after the alleged abridgement has occurred.

Appeal forms are available in the Student Services Office. The following procedure takes effect when an appeal of student rights is filed:

- 1) The Appeal Petition is forwarded to the Chairperson of the appropriate Division who will call a meeting of the Student Grievance Committee.
- 2) The Committee consisting of the Division Chairperson (who serves as Committee Chairperson), the Chief Student Services Officer (who serves as non-voting recording secretary), two members from the Division, one member from another Division, and two students-meet to consider the appeal. The Division Chairperson appoints two members from the Division, the Dean of Instruction appoints a member from another Division and handles exceptions to the appointment process, and the Student Government President appoints the two student members.
- 3) The student filing the appeal personally explains the written appeal and introduces any additional supportive information as he/she desires, including documents or information from other persons. The student filing the appeal may have person(s) of his/her choice sit with him/her at the meeting.
- 4) The staff employee who allegedly committed the abridgement is afforded the opportunity to question the presentation.
- 5) The staff employee who allegedly committed the abridgement personally presents his/her factual interpretation of the alleged abridgement and furnishes other supportive information as he/she desires, including documents or information from another person.
- 6) The student filing the appeal is afforded the opportunity to question the staff employee.
- 7) The Committee confers privately to reach a decision and to initiate appropriate action.
- 8) Within three (3) working days, the findings are signed by a student member and a faculty employee. The Chairperson attaches a copy of the minutes and returns the petition to the Student Services Office. Copies are forwarded to the student, filed in the student's record, and forwarded to the President.
- 9) All proceedings of the open hearing are taped.
- 10) Appeals of the Committee action may be made in writing to the President.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1983

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20201.