



Student Grievance Rule	Student Policies
	Effective Date: January 20, 2021
	Final Approval Date: January 20, 2021

- (1) Student Grievance Rule. Students shall have the opportunity to request the review of any action, grading, or evaluation made by administration, faculty, or staff of Dixie Technical College.
 - (a) The grievance must be submitted in writing within ninety (90) days of the occurrence of the circumstance upon which it is based.
 - (b) Submissions must specifically identify the policy, procedure, or status that was violated, misrepresented, or inequitably applied.
 - (c) Submissions must furnish sufficient background concerning the alleged violation, misrepresentation, or inequitable applications to identify the persons, actions, or omissions that led to the allegation.
- (2) Student Grievance Procedures.
 - (a) Informal: Students or parents of students who are minors should discuss the grievance with the person(s) involved (instructor, student, student services staff, etc.) in an effort to resolve the grievance mutually and informally.
 - (b) Formal: If attempts to resolve the grievance informally are unsuccessful, the student shall file a written, dated, and signed grievance within ninety (90) days of the occurrence with the Student Services Officer or a College Vice President. The Student Services Officer or Vice President will review the matter, make a decision, and notify the grievant of the decision in writing.
 - (c) The Student Services Officer shall maintain records of student grievances.
 - (d) Students may contact the school's accrediting commission if the grievance cannot be resolved through the informal or formal procedures:

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