Dalton State Nondiscrimination Policy, Grievance Procedure, and Grievance Form

Policy

Dalton State desires to ensure equal access that meets the needs of individuals and that complies with all federal, state, local, University System of Georgia, and Dalton State mandates and guidelines.

Admissions policies, activities, services, and facilities of the College do not exclude any person on the basis of race, color, age, sex, religion, national origin, or disability. Dalton State is an Affirmative Action Program Institution. Any individual who requires assistance for admission to or participation in any program, service, or activity of Dalton State College under Title II of the Americans with Disabilities Act should contact the College's designated Title IX and Section 504 Coordinator:
Dr. Sandra Stone, Vice President for Academic Affairs, Westcott Building, Room 166, 706.272.4421.

Procedure for Filing a Grievance

Any individual who is of the opinion that our efforts to provide fair and equal treatment are non-compliant, or are discriminatory, may seek resolution of the concern by completing a Dalton State College Nondiscrimination Grievance Form and submitting it to the designated Title IX and Section 504 Coordinator listed above. To do so:

1. Follow the steps listed at the top of the form.
2. Submit the Grievance Form, <u>within 30 days of the last attempt at resolution of the grievance</u>, *in person, by appointment*, to Dr. Sandra Stone, Vice President for Academic Affairs, Westcott Building, Room 166, 706.272.4421. Be prepared to discuss the concern and any related information that is requested and to accept a follow-up appointment within 10 College business days.
3. Be prepared to participate in a meeting or meetings that could involve the provision of additional information, including information from witnesses that may be helpful in resolving the concern.

When a Nondiscrimination Grievance Form is filed, the Dalton State College Title IX and Section 504 Coordinator will:

A. Review the written Grievance and record on the Grievance Form any additional information generated verbally during the appointment.
B. Attempt an immediate resolution of the concern. If an immediate resolution is not feasible, the Coordinator will schedule a follow-up appointment with the aggrieved individual within 10 College business days and record the plan and appointment on the bottom of the Grievance Form. Both the Coordinator and the individual should sign the Form, and a copy of the signed Form should be provided to the individual.
C. Within three to five (3-5) College business days from the initial meeting, prepare and mail, to the address provided by the individual on the top of the Grievance Form, a follow-up letter confirming receipt of the completed Grievance Form and the follow-up appointment.
D. Within the next 10 College business days, determine the individuals to be involved in the resolution process, gather additional information, and guide the determination of plausible resolutions to the concern.
E. Document all resolution activities on the Grievance Form.
F. Meet with the individual as previously scheduled to discuss the status of the Grievance and proposed resolutions, schedule a follow-up appointment with the individual within three (3) College business days to sign the final resolution agreement letter, and prepare a letter to the individual that outlines details of the resolution, individuals responsible for components of the resolution, and time frames for implementation of the resolution.

G. In person, at the previously scheduled appointment, sign and have the individual sign the resolution agreement letter and an exact duplicate of the letter. The individual will be given the original letter, and an exact duplicate will be placed in the Coordinator's file. A copy will be provided to each of the aggrieved parties.
H. Note: Until a resolution of the Grievance is reached, additional periods of resolution activities and meetings may be repeated, as long as all parties agree that the process is moving forward and is productive. The content of discussion, actions taken, and status of the resolution process and plan will be noted on the Grievance Form.
I. If any participant determines that the process is no longer progressing, if a mutually agreeable resolution cannot be reached, or if other avenues of resolution are not available to the Coordinator who is facilitating the resolution process, the status of the process will be noted on the Grievance Form. The Coordinator will arrange an appointment for the individual to continue the resolution process with the next appropriate administrator and will provide the original Grievance Form and any additional documentation that may have been generated to that administrator. A copy of the Grievance form and additional documentation will be provided to the individual.

If the Grievance is not resolved at Dalton State College, the individual may continue the resolution process through the University System of Georgia Board of Regents as supported by Board policy:

4.7.1 Student Appeals
Final judgment on all appeals regarding admissions (including program admissions), residency, student grades, traffic citations, and the Guaranteed Tuition Plan rests with the president of the institution at which the appeal is heard; (BoR Minutes, June 2006) provided however, appeals may be heard if the Chair of the Board's Committee on Organization and Law, in consultation with the Board's chief legal officer, determines that the matter should be presented to the Board. In considering whether appeals for review of the types listed above shall be presented to the Board, the Chair shall consider (1) whether the record suggests that a miscarriage of justice might reasonably occur if the appeal is not reviewed by the Board, (2) whether the record suggest that the institutional decision, if not reviewed by the Board, might reasonably have detrimental and system-wide significance, or (30) any other facts which, in the judgment of the Chair, merit consideration by the Board of Regents. (BoR Minutes, April 2010))

4.7.2 Appeals on Other Matters
Appeals by students shall be made according to Article VIII of the Bylaws of the Board of Regents.
(BoR Minutes, April 2010)

Dalton State College will not retaliate against an individual for filing a grievance.

Dalton State College Nondiscrimination Grievance Form

To file a grievance:

1. Read the Nondiscrimination Policy and Grievance Procedure.
2. Print a copy of this form and complete it. Please print your responses clearly. Attach additional explanatory sheets as necessary. We cannot accept incomplete or unsigned Grievance Forms.
3. Make an appointment with Dr. Sandra Stone, Vice President for Academic Affairs, Title IX and Section 504 Coordinator, Westcott Building, Room 166, 706.272.4421, to submit this form, review the Grievance, and to provide any additional information needed for clarification.

Print name _____ Dalton State ID# _____

Daytime phone _____ Alternate phone _____

Address _____

Please describe the concern _____

_____

I have reported my concern in writing to _____

I have discussed my concern with the following faculty, staff, and/or administrators _____

_____

Response(s) received _____

_____

Response(s) desired _____

_____

My signature indicates that I have read, or have had read to me, understand, and agree to abide by the Dalton State College Grievance Procedure.

Signature _____ Date _____ Time _____

If the Grievance remains unresolved following the initial appointment, it is agreed that the following activities will be undertaken by the Grievant and/or the Coordinator in an attempt to address the issue:

_____

_____

_____

Follow-up appointment: _____

Coordinator _____ Grievant _____