

**MINNESOTA STATE COLLEGE SOUTHEAST  
STUDENT GRIEVANCE FORM AND PROCEDURES**

NOTE: This grievance procedure is to be used for problems involving a student and a school employee or a school policy or procedure. To file such a grievance, please refer to the grievance procedure on the back of this form. Please note also that this grievance procedure is not to be used for issues related to Nondiscrimination in Employment and Education Opportunity (Minnesota State Policy 1B.1), Affirmative Action in Employment (Minnesota State Policy 1B.2) or for Sexual Violence (Minnesota State Policy 1B.3.1), Access for Individuals with Disabilities (Minnesota State Policy 1B.4) or for any problems involving racial discrimination or harassment, sex discrimination or harassment and violence, sexual orientation discrimination or harassment or problems involving disability discrimination or harassment. For information on these Minnesota State policies please refer to the Minnesota State website [www.mnscu.edu/board/policy/index.html](http://www.mnscu.edu/board/policy/index.html) or contact the Student Services office for a paper copy of these policies.

Name of Student Complainant \_\_\_\_\_ Phone \_\_\_\_\_

Current Address \_\_\_\_\_

Date Grievance Submitted \_\_\_\_\_ Date Knowledge of Problem Occurred \_\_\_\_\_

What is the Grievance? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relief Sought \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Student Complainant \_\_\_\_\_ Date \_\_\_\_\_

Disposition of College Vice-President \_\_\_\_\_

\_\_\_\_\_

Signature of College Vice-President \_\_\_\_\_ Date \_\_\_\_\_

## MINNESOTA STATE COLLEGE SOUTHEAST STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

Students wishing to file a complaint or grievance involving a student and a school employee, a school policy or a school procedure are requested to follow the steps outlined below:

Note: This procedure is NOT for issues related to Nondiscrimination in Employment and Education Opportunity (Minnesota State Policy 1B.1), Affirmative Action in Employment (Minnesota State Policy 1B.2), Sexual Violence (Minnesota State Policy 1B.3.1), Access for Individuals with Disabilities (Minnesota State Policy 1B.4), or for problems involving racial discrimination or harassment, sex discrimination or harassment and violence, sexual orientation discrimination or harassment or problems involving disability discrimination or harassment. For information on these Minnesota State policies contact the Student Services office for a paper copy or refer to

- Step A:        Informal Process: If a problem exists involving a student and a school employee, a school policy or a school procedure, the student should seek to resolve the problem by discussing the situation with his/her instructor or advisor. If this does not resolve the problem, the student should then contact the campus counselor. If the problem cannot be resolved at this step, the campus counselor should advise the student of the next step in the process.
- Step B:        Formal Process: If the problem cannot be resolved through an informal discussion as outlined in Step A, the complainant can submit a grievance in writing to the Vice President of Student or Academic Affairs or their designee. The complainant should present the grievance, in writing, within five school days of the event on which the grievance is based. A meeting with the Vice President of Student or Academic Affairs must be scheduled for the student within five school days after the receipt of written notification of the grievance. The decision of the Vice Presidents shall be final.
- Step C:        If the grievance involves a Board of Trustees policy or the actions of the Vice President of Student or Academic Affairs, a student may further appeal the college decision through the Chancellor to the Board of Trustees. The decision of the Board is final and binding.

Note 1: No retaliation of any kind shall be taken against a student for participation in a complaint or grievance procedure. These procedures shall also protect data privacy rights.

Note 2: This complaint/grievance procedure does not prohibit the student from filing a complaint or grievance with any appropriate federal, state or local departments of human rights. However, students are encouraged to use the procedure outlined above.