

STUDENT RIGHTS AND RESPONSIBILITIES

Each student is responsible for meeting all college requirements and deadlines, as presented in this and any other announcements of the college or department in which he/she is enrolled. Class schedule information is considered as supplementary to the college catalog and is also an official statement of policy. The college intends that every member of the campus community be afforded a work and study environment free of discrimination based on race, color, religion, national origin, sex, marital status, pregnancy, age, disability, or veteran status. All persons are to be protected from abusive or harassing behavior.

All Copper Mountain College Policies & Administrative Procedures can be viewed, in their entirety, on our [website at www.cmccd.edu/Board_Policies](http://www.cmccd.edu/Board_Policies).

STUDENT GRIEVANCE PROCEDURE

If a student has a reason to believe that he/she has been unfairly treated, and wishes to bring charges against a member of the academic community, the following procedures are followed with respect to the faculty and/or administrators.

I. Cause:

Within fifteen (15) school days from the time of the alleged grievance, any student who has reason to believe that he/she has been unfairly treated may initiate grievance procedures against the staff member in question.

II. Procedures:

A. The student shall first discuss the matter with the staff member in question. If, however, the student cannot discuss the matter with the staff member, or if the student is not satisfied with the discussion, he/she may then;

B. Within five (5) school days after consulting or attempting to consult with the staff member, bring the matter to the attention of the Dean for Instruction.

After discussing the matter with the Dean for Instruction or their designee, if the student wishes to make a formal complaint it must be in writing. The Dean for Instruction or their designee will notify the staff member and conduct an investigation. At this point the name of the student may be kept confidential. The Dean for Instruction may request a meeting with the student and the staff member if it is believed that the matter can be resolved. At this meeting the student and the staff member are entitled to representation. The Dean for Instruction or designee shall communicate a decision to the student and staff member within forty (40) school days of the written complaint. If, however, the student is not satisfied, he/she may then;

C. Within ten (10) school days of receiving that decision, the student desiring further appeal may appeal to the Superintendent/President for review of the matter and, at the Superintendent/President's discretion, hold a hearing on the matter.

D. The Superintendent/President shall communicate a decision to the student and staff member within forty (40) school days of the hearing. If, however, the student is not satisfied, he/she may then;

E. Within ten (10) school days of receiving that decision, the student desiring further appeal may appeal to the Board of Trustees for a review of the matter and, at the Board's discretion, hold a hearing on the matter.

F. Due to contractual or other personnel regulations, decisions regarding grievances may not be shared with the student.