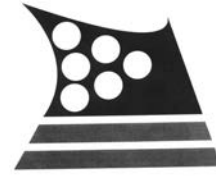


Blackfeet Community College

Box 819 – Browning, Montana 59417
Administration 406-338-5441 – Academic Affairs 406-338-5411
Vocational Education 406-338-5111 – Student Services 406-338-5421
1-800-549-7457 – Fax 406-338-3272



Student Grievance Policy & Procedures (Refer to Student Handbook 2005-07)

Student Filing Grievance	
Date of Alleged Discrimination	
Submitted From/To/Date	
Submitted From/To/Date	
Submitted From/To/Date	
Submitted From/To/Date	

Date Received by Compliance Officer	
Compliance Officer	

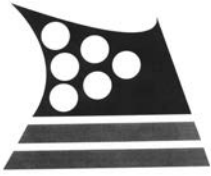
Informal hearing: Ten (10) Working Days of Receipt of Grievance	
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Policies and Procedures

- A student with a grievance **will be provided copies** of appropriate policies and procedures pertaining to student complaints and grievances,
- and the Dean of Student Services, Counselors, and/or Advisor **shall be available** to assist the student in understanding the opportunities afforded through such policies and procedures.
- The student may **choose to have an advisor participate** in any stage of the grievance procedure, unless otherwise inappropriate.

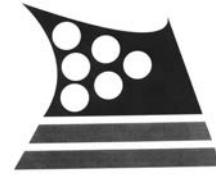
Joint Grievance

- If more than one student is aggrieved by the same action, these students may, by mutual, written agreement among themselves, file with the Dean of Student Services a grievance and pursue their grievances jointly under the grievance procedure.
- If the number of students in such a case is so large as to make it impractical for them to be heard individually in a joint proceeding, they may, by mutual agreement, elect one or more of their number to act on behalf of all of them.
- Regardless of their nature, all discrimination grievances are to be filed with the Dean of Student Services.
- A grievance must have been filed by a student within thirty (30) calendar days of the date of the alleged discriminatory act. 406-338-5421, Ext. 234.



Blackfeet Community College

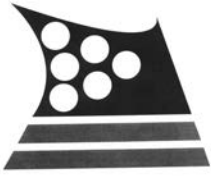
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Student Grievance Policy & Procedures (Refer to Student Handbook 2005-07)

Filing a Grievance

- All grievances **must be presented in writing** and contain the following information.
- (1) A **clear concise statement** of the grievance which includes
 - Name of the person(s)** against whom the grievance is made,
 - Date(s)** of the alleged discrimination, and
 - Statement** describing the specific supporting evidence.
- (2) A **brief summary of the prior attempts to resolve the matter**, which includes
 - Names of person(s)** with whom the matter was discussed, and the
 - Results** of those previous discussions.
- (3) A **specific statement of the remedial action or relief sought**.
- Within five (5) working days**, the original grievance form with an explanation will be returned to the student, if, in the judgment of the student Services, the statements are vague or do not meet the above requirements.
- The student may make the necessary corrections, and **resubmit the grievance within five (5) days**.
- Any grievance not filed within the time limits shall be deemed waived by the grievant.
- The Dean of Student Services **may extend the time limits** only if adequate cause for an extension of the time limits can be shown by the student.
- For information purposes, **copies of the grievance** shall be forwarded to the appropriate offices and personnel who have been selected to serve on the grievance hearing committee.
- Within ten (10) working days** of receipt of a grievance that satisfies the requirements the Dean of Student Services, the consent of the parties involved may **establish an informal hearing** with the
 - Aggrieved student
 - Responding faculty/staff/organization



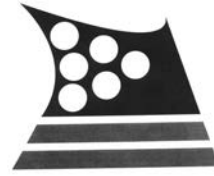
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Student Grievance Policy & Procedures (Refer to Student Handbook 2005-07)

- Respondent's supervisor
- Appropriate administrative office(s) designee.



**Blackfeet Community College
Human Resource Department**

Grievance Procedures – Step 2

SUBMITTED TO:

Human Resource Director	
Date	

GRIEVANT'S NAME	
RESPONDENT'S NAME	
DATE OF DISPUTE: (Note: If there are more than one disputes, use separate forms.)	
DATE RECEIVED IN HR DEPARTMENT	
<p>Is this employee a Regular Full-Time employee: _____.</p> <p>(Note: Employees on a probationary period, on a temporary appointment or Volunteers are not eligible to use the grievance procedure. However, an employee for whom disciplinary action is required as a result of a positive test result shall be afforded the right to grieve.)</p>	

Blackfeet Community College – Employee Policies and Procedures Manual, Part XI. Grievance Procedures, (Revised 02/18/03).

Section B. Definitions.

- B.1.a. A dispute involving an employee concerning the interpretation, application or claimed violation of a specific term or provision of established college policy or regulations, or other matters involving conditions of employment not covered by established College policy or regulations that affect the employment relationship of the employee of the College.

- B.1.b. Dispute involving an employee and another employee where the employee believes that he/she has been aggrieved or done an injustice through the decisions, actions, or practices of another.

**Blackfeet Community College
Human Resource Department**

Grievance Procedures – Step 2

STEP 2. FORMAL PROCESS. The grievance and documentation must be presented to the Human Resource Director who will conduct a closed conference with the grievant and respondent within five (5) days following receipt of the grievance and explanation for dissatisfaction with the meeting described in Step 1. At the conference, both the grievant and respondent will present all information deemed pertinent to the grievance.

Date HR Received Grievance	
Deadline Date	

Results of Meeting

Was grievant satisfied with the results of the meeting? _____ . Enter comments below.

Grievant's Signature

Date

**Blackfeet Community College
Human Resource Department**

Grievance Procedures – Step 2

The Human Resource Director shall issue a written decision within five (5) days following the conclusion of the conference.

Meeting Date	
Deadline Date	

**Blackfeet Community College
Human Resource Department**

Grievance Procedures – Step 3

SUBMITTED TO:

President	
Date	

GRIEVANT'S NAME	
RESPONDENT'S NAME	
DATE OF DISPUTE: (Note: If there are more than one disputes, use separate forms.)	
DATE RECEIVED IN HR DEPARTMENT	
<p>Is this employee a Regular Full-Time employee: _____.</p> <p>(Note: Employees on a probationary period, on a temporary appointment or Volunteers are not eligible to use the grievance procedure. However, an employee for whom disciplinary action is required as a result of a positive test result shall be afforded the right to grieve.)</p>	

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**Blackfeet Community College
Human Resource Department**

Grievance Procedures – Step 3

STEP 3. If the grievance is not resolved in Step 2, the grievant may file a written request for review with the President of the College. The request shall be filed with the Office of the President within five (5) days of the receipt of the Step 2 decision. The grievant will submit copies of all previous documentation submitted regarding the grievance found in Steps 1 and 2. The President will hold a closed conference with the grievant and the respondent in order to discuss the merits of the grievance and/or proposals for settlement.

Date Received by President	
Deadline Date	

Results of Meeting

Was grievant satisfied with the results of the meeting? _____ . Enter comments below.

Grievant's Signature

Date

**Blackfeet Community College
Human Resource Department**

Grievance Procedures – Step 3

If no settlement is reached, the President will issue a final decision which must include findings and conclusions, and which will be issued no later than ten (10) days after the receipt of the request for review.

Date Requested Review	
Deadline Date	

**Blackfeet Community College
Human Resource Department**

Grievance Procedures – Step 4

SUBMITTED TO:

Grievance Committee	
Date	

GRIEVANT'S NAME	
RESPONDENT'S NAME	
DATE OF DISPUTE: (Note: If there are more than one disputes, use separate forms.)	
DATE RECEIVED IN HR DEPARTMENT	
<p>Is this employee a Regular Full-Time employee: _____.</p> <p>(Note: Employees on a probationary period, on a temporary appointment or Volunteers are not eligible to use the grievance procedure. However, an employee for whom disciplinary action is required as a result of a positive test result shall be afforded the right to grieve.)</p>	

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**Blackfeet Community College
Human Resource Department**

Grievance Procedures – Step 4

STEP 4. If the grievance has not resolved at Step 3, the grievant may, in writing, seek a review of the President’s decision by the Grievance Committee within two (2) days following the decision.

Date of President’s Decision	
Deadline Date	

Request for a review.

Grievant’s Signature

Date

Review the Employee Policies and Procedures Manual for further information.