



NUMBER: 608

SUBJECT: STUDENT GRIEVANCE

EFFECTIVE DATE: JULY 1, 2016

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JULY 1, 2008; JANUARY 24, 2011

PAGE 1 OF 1

608.1 — POLICY

In the course of technical training at Bridgerland Applied Technology College (BATC), the student will have the opportunity for contesting any action, grading, or evaluation made by Administration, faculty, or staff of BATC in an appeal/grievance hearing, if so desired.

608.2 — DEFINITIONS

- (a) An appeal/grievance is a claim or charge of injustice or discrimination based upon an event or condition that affects the welfare or conditions of an individual student or group of students.
- (b) The grievance must be filed in writing within 90 days of the occurrence of the circumstance upon which it is based.
- (c) It must specifically identify the policy, procedure, or status violated, misinterpreted, or inequitably applied.
- (d) It must furnish sufficient background concerning the alleged violation, misinterpretations, or inequitable applications to identify persons, actions, and/or omissions that led to the allegation.

608.3 — PROCEDURES

- (a) **Informal:** Should a student or parent believe there is a cause for grievance, he or she 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. For online/hybrid courses, the same procedure applies, except the informal discussion can be through an e-mail or over the phone. Instructors have office hours and contact information posted on the course syllabus. Students or parents may also contact the Student Services Office at BATC (435) 753-6780 to obtain this information or to discuss any grievance issue.
- (b) **Formal:** If attempts to resolve the grievance informally are unsuccessful, the student or parent should **fill out the "Complaint Submission" Form and file the a written, dated, and signed grievance** within 90 days of the occurrence with the Vice President for Student Services. ~~For online courses, students may send this request via e-mail to studentservices@batc.edu or through the U.S. Postal Service to the following address:~~ **The grievance should be sent to the following address:** Vice President for Student Services, Bridgerland Applied Technology College, 1301 North 600 West, Logan, Utah 84321. The Vice President for Student Services will appoint a grievance committee to hear the grievance. The committee will notify the grievant of their decision in writing.

In the event that the grievance cannot be resolved through the above measures, students may contact the school's accrediting commission: the Council on Occupational Education, 7840 Roswell Road Building 300, Suite 325, Atlanta, Georgia 30350, (800) 917-2081 or (770) 396-3898, www.council.org.