



GRIEVANCE POLICY

Student Grievance Procedures

Glendale Community College is committed to providing a prompt and equitable means of resolving student complaints against actions taken by the college and its employees. Students may elect to pursue a grievance if they believe a college decision or action has adversely affected their status, rights, or privileges as students.

What can a student grieve?

Students may file grievances against actions by GCC employees in areas including, but not limited to the following: the exercise of rights of free expression; violation of published GCC rules, Board policies, and administrative regulations; and final grade assignments and other academic decisions.

Non-Grade Complaints

A student may address a complaint about an action taken by a college employee that does not involve course grades through the grievance process. Informal meetings and discussions between persons directly involved in a non-grade grievance are essential and encouraged at all stages of the dispute. If the grievance cannot be resolved directly with the involved employee, the student may request a meeting with the appropriate administrator/manager or division chairperson who shall attempt to resolve the issue informally.

If no informal resolution is reached with the administrator/manager or division chairperson that is satisfactory to the student, the student may submit a written complaint and request for a conference with the appropriate senior GCC administrator as follows:

- Instructional Services employees: Vice President, Instructional Services or designee
- Student Services employees: Vice President, Student Services or designee
- Administrative Services employees: Vice President, Administrative Services or designee
- College administrators: Superintendent/President or designee

The senior administrator shall attempt to settle the grievance through mediation, negotiated agreement, or another mutually acceptable resolution. Final outcomes or resolutions will be communicated to the involved parties after the conclusion of the grievance process.

Grade Appeals

The grade appeals procedure provides a means of resolving a student's dispute of an academic decision or final grade for a course. Students are entitled to an informal review and explanation of their grades by instructors who are obligated to provide such a review. However, students may only appeal a grade if they are prepared to carry the burden of proving one or more of the following conditions as specified by law:

- A mistake in the assignment of the grade or in the process of its recording
- Fraud
- Bad faith
- Incompetence

A student must file a grade appeal with the instructor within the next regular semester (as specified in the applicable class schedule) following the award of the original grade. The student is expected to make a reasonable effort to resolve the matter on an informal basis with the instructor. If the grade appeal cannot be settled informally then the student may request a meeting with the appropriate division chairperson who will attempt to resolve the grievance.

If the division chairperson cannot resolve the grade appeal then the student may request a conference with the appropriate dean. The dean will attempt to resolve the grade appeal through compromise, negotiated settlement, or a recommendation that is satisfactory to the student and instructor. If the dean is unable to resolve the complaint and the student wishes to continue the grade appeal process, the student may submit a written request for a formal grade appeal hearing to the Campus Judicial Board.

The Campus Judicial Board will conduct a closed hearing and based on the examination of supporting documents and testimony may take the following actions: 1) accept the formal grade appeal and recommend an administrative grade change; 2) reject the formal grade appeal; and 3) make related recommendations as appropriate. The Campus Judicial Board will issue a written decision that determines if the student established a rationale for a grade change according to applicable laws and includes recommendations for the relief, if any, that should be afforded to the student. These findings are then submitted to the Superintendent/President for a final review.

After reviewing the report of findings and recommended actions from the Campus Judicial Board, the Superintendent/President will issue a written decision to the involved parties. The Superintendent/President's decision shall be final and binding in all formal grade appeal hearings.

Where can a student get a copy of the GCC student grievance procedures?

Copies of the student grievance policy and procedures can be obtained from a division chairperson, the Dean of Student Affairs, the Dean of Instructional Services, the Dean of Student Services, and the Dean of Admissions and Records. Additionally, students may access these regulations on the GCC web site at www.glendale.edu.

ACADEMIC FREEDOM POLICY

Board Policy 4030

ACADEMIC FREEDOM

The Board of Trustees of Glendale Community College affirms that institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its exposition.

Academic freedom is essential to these purposes and applies to all disciplines. Freedom in research is fundamental to the advancement of truth. Academic freedom in all disciplines is fundamental for the protection of the rights of the faculty and the student. It carries with it duties correlative with rights, regardless of employment status.

The academic community “is a questioner, a worrier, a critic, and idealist, seeking a better way toward human aspiration and fulfillment.” Academic freedom is essential for the maintenance of excellence in education, and moreover, exists so that society may have benefits of objective and independent criticism, and honest answers to scientific, social and artistic questions that might otherwise be withheld for fear of offending an influential social group or transient social attitude. Accordingly, there shall be no adverse consequences to employment status (hiring, promotion, and retention) as a result of expressions protected by academic freedom.

Academic Freedom

Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution. Faculty are entitled to freedom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. College faculty are members of a learned profession, and officers of an educational institution. When they communicate as individuals, they should be free from institutional censorship or

discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the Glendale Community College District, opinions of others, and should make every effort to indicate that they are not speaking for the institution.

Faculty are entitled to due process, where applicable under the provision of the Guild contract, and where applicable under the Grievance Procedure as conducted under the provisions of Board Policy 4050.

Academic Responsibility

Membership in the academic community imposes on students, faculty members, and administrators an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, in instruction and counseling, and expression on and off campus. In addition, faculty are responsible for but not limited to policies and procedures defined in board policy, administrative regulations, and the employment contract between the district and the Guild.

Students are entitled to an atmosphere conducive to learning and to even-handed treatment in all aspects of the faculty-students relationship.

Board Policy 4030 ACADEMIC FREEDOM

Can be found online at

<http://www.glendale.edu/Modules/ShowDocument.aspx?documentid=2585>



SEXUAL HARASSMENT POLICY

Board Policy 2700

POLICY ON SEXUAL HARASSMENT

The Glendale College District is committed to all provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and other human rights and equal opportunity laws. These laws include prohibitions of discrimination in employment and educational programs and services on the basis of sex.

Recent guidelines for Title VII of the Civil Rights Act focus upon sexual harassment as an unlawful practice. "Sexual harassment like harassment on the basis of color, race, religion or national origin has long been recognized by the Equal Employment Opportunity Commission as a violation of Section 703 of Title VII of the Civil Rights Act as amended" (Federal Register, April 11, 1980). Recent interpretations of Title IX of the Education Amendments similarly delineate sexual harassment as discriminatory and unlawful.

Sexual harassment is unacceptable conduct, is unlawful, and will not be tolerated by the Glendale Community College District. Disciplinary action shall be initiated against any individual found guilty of sexual harassment. The following criteria shall determine whether actions constitute sexual harassment.

1) Offensive Job/Educational Interference.

Behavior including verbalization or gestures that has the purpose or effect of substantially interfering with an individual's work, academic, or other educational performance or creating an intimidating, hostile or offensive environment; and

2) Employment/Educational Condition.

Submission to the conduct is either an explicit or implicit term or condition of employment and/or pursuit of educational objective; and

3) Employment/Educational Consequence.

Submission to or rejection of the conduct is used as a basis for employment, education, and/or service decisions affecting the persons who did the submitting or rejecting.

4) Implementation of Policy.

The implementation of this Board Policy will be in accordance with Administrative Regulation #2700.

For more information on Board Policy 2700 please contact Dr. Vicki Nicholson, Associate Vice President, Human Resources at 818-240-1000, ext. 5165, or Dr. Paul Schlossman, Dean of Student Affairs at 818-240-1000, ext. 5594.