

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Disposition of Official Records of Student Grievances/Appeals	<u>Number</u> 311
Related Policy:	Student Rights and Responsibilities – 6Hx20-3.010	<u>Page</u> Page 1 of 1

I. Purpose

To clarify results of academic and non-academic student grievances and appeals. To clarify who may receive copies of the unofficial records and under what circumstances.

II. Procedure

A. Academic Grievances and Appeals

1. These are handled through the Office of the Vice President, Academic and Student Affairs.
2. The Vice President, Academic and Student Affairs, will be the official custodian of these records which will serve as the College's official document file.
3. Copies of the official letters of notification sent to the grievants will be sent to the dean responsible for the class or program involved.

B. Non-Academic Grievances and Appeals

1. These are handled through the Office of Student Conduct.
2. The Director, Student Conduct, will be the official custodian of these records which will serve as the College's official document file.

- C. Within the constraints of state and federal student privacy laws, copies of grievance/appeal records may be provided consistent with College policy regarding public records, i.e., formal request, reimbursement of cost of production, etc.

Responsible Official: Vice President, Academic and Student Affairs

President's Signature:

Date: 02/21/2017

