

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 are handled through the Office of the Vice President, Academic and Student Affairs.
- B. Complaints related to public safety and student conduct appeals are handled through the Office of the Vice President, Administrative Services and General Counsel.
- C. Student Financial issues are handled through the Office of the Vice President, Business Affairs.
- D. Complaints regarding admissions, enrollment, registration, advising, financial aid, and other student related services are handled through the Office of the Vice President, Academic and Student Affairs.
- E. The Executive Director, Institutional Equity and Student Conduct will maintain a log of all written complaints related to discrimination, sexual misconduct, disability services, and other Title IX issues.
- F. The appropriate administrator for the type of grievance or appeal as listed above will be the official custodian of the relevant records, which will serve as the College’s official document file.
- G. 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: 09/12/2023

