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Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Red Lake Nation College process for resolution of grievances may be initiated only after the informal process to resolve grievances has not resulted in a satisfactory resolution.

**Procedures:**

1. When a student has a grievance, she/he shall first meet on an informal basis with the faculty member, staff member, or college administrator directly involved in the dispute in an attempt to resolve the grievance. For full consideration, the grievance should be filed in the semester in which the concern arises, or within two weeks of the subsequent term.
2. When a student has a grievance that remains unresolved after consultation with the faculty member, staff member, or college administrator, she/he may file a written account of his/her grievance with the Director of Student Success. A student grievance form is available in the Student Success office and on the RLNC website. The Director of Student Success shall respond in writing to the student within fourteen (14) days of receipt of the written, signed notice of grievance.
3. If the grievance is not resolved through step two, the student may appeal to the Vice President of Operations and Academic Affairs. The Vice President shall consider the appeal and make a decision in writing within fourteen (14) days of receipt of the written, signed notice of appeal.
4. If the grievance is not resolved at the meeting with the Vice President, the student may appeal to the College President, who will consider the appeal and make a decision in writing within fourteen (14) days of receipt of the written, signed notice of appeal. The decision of the President is final and binding.

**To request a formal review of a grievance or to appeal a decision:**

1. Attach a written summary of your grievance, including the previous steps taken to resolve the matter informally.
2. Identify the remedy you are seeking.
3. Attach any relevant documentation.

**Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return to the appropriate party identified in the stops above.