

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
STUDENT GRIEVANCE PROCESS TIMEFRAMES (Form A)**

| ACTIVITY | TIMEFRAME (Within:) | RESPONSIBLE PERSON |
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| 1. Informal Resolution meeting with faculty/college party(s) | 2 days of learning of conflict/incident | Student |
| 2. Notifies Director, OES/designee of conflict, Submits Petition for Formal Resolution (Form B) to Director, OES/designee | 2 days of informal resolution meeting | Student |
| 3. Submits Petition for Formal Resolution (Form B) to Semester/Program Coordinator and notifies Grievance Coordinator | Within one day of receipt | Director, OES |
| 4. Submits completed Petition for Formal Resolution Petition (Form B) to Director, OES | 2 days of receipt of petition | Semester/Program Coordinator |
| 5. Schedules meeting with Ombudsperson | 2 days of denial of petition | Student |
| 6. Submits Request for Preliminary Grievance Hearing (Form C) to Grievance Hearing Coordinator | 2 days of denial of petition | Student |
| 7. Schedules Preliminary Grievance Hearing and notifies faculty/student representatives/party(s) | 3 days of receipt of Request for Grievance Hearing | Grievance Committee Chairperson |
| 8. Distributes copies of Preliminary Grievance Hearing Decision (Form D) to Ombudsperson, & College parties | Within 24 hours of Preliminary Grievance Hearing Decisions | Grievance Committee Chairperson |
| 9. If request for Grievance Hearing is denied, collaborates with Ombudsperson as needed to submit written Request for Appeal of Preliminary/Grievance | 2 days of notification of Preliminary or Grievance Hearing decision | Student |

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| Decision (Form F) to Divisional Dean | | |
| 10. Submits Grievance Decision Appeal Response (Form G) to Student | 2 days of receipt of all appeals documents | Divisional Dean |
| 11. Schedules possible Grievance Hearing dates | Hearing must be within 3 days of decision to grant Grievance Hearing | Grievance Committee Chairperson |
| 12. Notifies student, Ombudsperson, College party(s), and Panel members of Grievance Hearing decision | The same day of Preliminary Grievance Hearing Decisions | Grievance Committee Chairperson |
| 13. Submits written Grievance Hearing Decision (Form E) to Grievance Hearing Coordinator | Immediately at conclusion of Grievance Hearing | Faculty Panel Coordinator |
| 14. Notifies Divisional Dean, College party(s), and Ombudsperson of Grievance Hearing decision | Same day | Grievance Committee Chairperson |

All days are business days as defined in the policy