

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
STUDENT GRIEVANCE PROCESS TIMEFRAMES

ACTIVITY	TIMEFRAME (Within:)	RESPONSIBLE PERSON
1. Informal Resolution meeting with faculty/college party(s)	5 days of learning of conflict	Student
2. Submits Petition to Dean, Administrative & Student Services	2 days of informal resolution meeting	Student
3. Submits Petition to Semester/Program Coordinator	When received	Dean, Administrative & Student Services
4. Submits completed Petition to Dean, Admin & Student Services	2 days of receipt of petition	Coordinator
5. Schedules meeting with Ombudsperson	2 days of denial of petition	Student
6. Submits Request for Grievance Hearing to Grievance Hearing Coordinator	2 days of denial of petition	Student
7. Schedules Preliminary Grievance Hearing	3 days of receipt of Request for Grievance Hearing	Grievance Hearing Coordinator
8. Distributes copies of Preliminary Grievance Hearing decision to Ombudsperson, Grievance Hearing Coord, & faculty parties	24 hours of Preliminary Hearing Decisions	Faculty Chairperson
9. Informs student of Preliminary Grievance Hearing decision	24 hours of Preliminary Hearing Decisions	Ombudsperson
10. Schedules possible Grievance Hearing dates	Hearing must be within 3 days of decision to grant Grievance Hearing	Faculty Chairperson
11. Notifies Ombudsperson, College parties, and Panel members of Grievance Hearing date, etc	24 hours of Preliminary Hearing Decisions	Grievance Hearing Coordinator
12. Notifies student of Grievance Hearing date, etc.	24 hours of Preliminary Hearing Decisions	Ombudsperson
13. Submits written Grievance Hearing Decision to Grievance Hearing Coordinator	2 days of conclusion of Grievance Hearing	Faculty Chairperson
14. Notifies Ombudsperson and faculty parties of Grievance Hearing decision	Same day	Grievance Hearing Coordinator
15. Informs student of Grievance Hearing decision	Same day	Ombudsperson
16. Submits Appeal to Divisional Dean	3 days of notification of Preliminary or Grievance Hearing decision	Student
17. Submits Appeal Response to Student	5 days of receipt of all appeals documents	Dean