



## **JUDICIAL PROCESS**

Any student or staff member at Mesabi Range Community and Technical College may file a Community Complaint/Grievance regarding College policy or a member of the college community as outlined in the Complaint/Grievance Policy. Filling out a Community Complaint/Grievance does not imply guilt, but rather documents the facts concerning the incident. The Dean of Students or designee will determine the procedure to be followed for non-academic matters once a Community Complaint/Grievance has been received. The Dean of Academics of the college shall receive Community Complaints involving instructional matters. The goal of the Judicial Process is to handle the situation in the most efficient way possible, ensuring that everyone's rights are met throughout the process. Should the person be found in violation of College policy, appropriate sanctions will be imposed to ensure that the process is educational, rather than punitive.

## **PROCEDURE**

1. Pick up a Community Complaint/Grievance Form in the Student Services Office or online at the Mesabi Range College website under Students/Policies/Forms.
2. Fill out the form completely. Be very specific, listing person(s) involved, time, date and location of the incident.
3. Return the form to the offices of the Dean of Students or designee (non-instructional complaints) or Dean of Academics (instructional complaints).
4. Depending upon the nature/severity of the incident, the appropriate administrator will schedule meetings to talk to the person issuing the complaint and the person who is the subject of the complaint. If necessary, the parties may be brought together with the Dean of Students or designee or Provost, or a designee, acting as a mediator.
5. Records will be kept on all meetings and discussions and may be consulted should further incidents occur concerning the parties involved.
6. Written summaries/agreements to the parties involved may follow any discussion if appropriate.