

Student Grievance Procedure For Other Issues

All grievances should be presented within thirty days from the date the grievant became aware of the cause of such grievance.

Informal Procedure (Complaint)

The grievant should try, if possible, to resolve the problem first by discussing the problem with the individual who is the cause of the complaint. If it is inappropriate to present the complaint directly to that individual, then the grievant should discuss the complaint with the appropriate individual as follows:

If the complaint is against a student, discuss the problem with the student's instructor or department head in which the student is enrolled. If the complaint is about an instructor or other college employee, discuss the problem with that individual's immediate supervisor.

Formal Procedure (Complaint)

If the grievant feels an informal grievance is not appropriate, a formal grievance can be filed:

1. The grievant submits, in writing, to the campus dean/ or designee of the college, a detailed narrative of the problem. Included in these details should be the following:
 - (a.) Name of the grievant submitting the grievance and date submitted.
 - (b.) Date(s), time(s), and location(s) when problem occurred.
 - (c.) Name(s) of individual(s) involved.
 - (d.) Witness(es) who observed activity, if applicable.
 - (e.) Problems caused by this activity.
 - (f.) Steps taken prior to this formal grievance to stop problem.
 - (g.) Solution to the problem the student is seeking.
2. Upon receiving the grievance, the campus dean/or designee will appoint a committee comprised of two students and four faculty members to investigate the allegations at a formal hearing.
3. Within three (3) college days of receiving the grievance, a certified letter will be sent to both parties and to any witnesses being called by the committee. This letter will include the date and time of the hearing, a copy of the written grievance and notification to each party of the right to call witnesses and have legal counsel present at the hearing.
4. The committee will conduct an inquiry, call witnesses and gather whatever information it deems necessary in reaching a determination as to the merits of the allegations.
5. After the investigation and/or hearing has been completed, the findings and recommendations of the committee will be submitted, in writing, to the campus dean the day after the hearing.
6. The campus dean will submit his/her decision, in writing, by certified mail to both parties within ten (10) school days of receiving the report from the committee.
7. If the complainant or respondent wishes to appeal the findings of the committee and/or the ruling of the Campus Dean, the complainant or respondent must file his/her appeal, in writing, within five (5) days of being notified of the findings and ruling. This appeal must be made to the Regional Student Affairs Officer (located at the Lafayette Campus). Within five (5) days of receiving the appeal, the Regional Student Affairs Officer notifies, in writing, all parties to the grievance, the committee members, and the Campus Dean of his/her ruling on the appeal. A copy of the first-level appeal and the Regional Student Affairs Officer ruling is to be filed in the appellant's file and in the Grievance Files maintained by the Regional

Student Affairs Officer.

8. If the complainant or respondent wishes to appeal the findings of the Regional Student Affairs Officer, the complainant or respondent must file his/her appeal, in writing, within five (5) days of being notified of the findings and ruling. This appeal must be made to the Regional Director. Within five (5) days of receiving the appeal, the Regional Director notifies, in writing, all parties to the grievance, of his/her ruling on the appeal. A copy of the Regional Director's ruling is to be filed in the appellant's file and in the Grievance Files maintained by the Regional Student Affairs Officer.
9. If the complainant or respondent wishes to appeal the ruling of the Regional Director, the complainant or respondent must file his/her final appeal to the LTC Vice President of Career and Technical Education, in writing, within five (5) days of being notified of the Regional Director's ruling.
10. A final appeal may be filed for the following reasons **only**: new evidence has been brought to light – not available by duly diligent effort at the time of the hearing or established procedures have not been followed.
11. Within ten (10) days of receiving the appeal, the Vice President for Career and Technical Education notifies, in writing, all parties to the grievance, the committee members, the Campus Dean, and the Regional Director of his/her ruling on the appeal. Copies of the second-level appeal and the Vice President for Career and Technical Education's ruling are filed in the appellant's files and in the Grievance Files maintained by the Regional Student Affairs Officer.
12. If this investigation is not satisfactory to either party, further appeal can be made to the Council of the Commission for Occupational Education, the college's accrediting agency.

(All documentation of allegations, findings, and action taken are to be kept in a confidential file).

LTC Region 4 Administration

Dupuis, Phyllis Regional Director Campus Dean, Lafayette	All Campuses	1101 Bertrand Drive Lafayette, LA 337-262-5962
Huggins, Desiree D. Assistant Dean	Lafayette	1101 Bertrand Drive Lafayette, LA 337-262-5962
Filer, Millie Assistant Dean	Evangeline	600 S Martin Luther King Drive St. Martinville, LA 337-394-6166
Miers, Patricia Assistant Dean	Acadian	1933 W Hutchinson Crowley, LA 337-788-7521
Allen Espree Associate Dean	T. H. Harris and C. B. Coreil	332 E South Street Opelousas, LA 337-948-0239
Schexsnayder, Harold Assistant Dean	T. H. Harris	332 E South Street Opelousas, LA 337-948-0239
Harb, Said Assistant Dean	T.H. Harris	332 E South Street Opelousas, LA 337-948-0239
Susan Ardoin Assistant Dean	C. B. Coreil	1124 Vocational Drive Ville Platte, LA 337-363-2197

Annette Faulk Associate Dean	Teche Area	609 Ember Drive New Iberia, LA 337-373-0011
Camille Jarrell Assistant Dean	Teche Area	609 Ember Drive New Iberia, LA 337-373-0011
Angela Lee Assistant Dean	Gulf Area	1115 Clover Street Abbeville, LA 337-893-4984

LTC, Region 4 Student Affairs

Connie Chopin
Discrimination/Harassment Coordinator
LTC, Lafayette Campus
Student Services Department - Room 403E
1101 Bertrand Drive
Lafayette, LA 70506
Phone: 337-262-5962

LCTCS Office:

Lura Kamiya
Human Resources Director
LCTCS 265 S. Foster Dr
Baton Rouge, LA 70806
Ph: (225)922-2800
Fax: (225)922-1185

Jimmy Sawtelle
Vice-President of Career and Technical Education
265 S. Foster Drive
Baton Rouge, LA 70806-4104
(225) 922-1412 (Voice)
[\(225\) 324-3197 \(Cell\)](tel:2253243197)
Email: jsawtelle@lctcs.edu
Web: <http://www.lctcs.edu>

Accreditation Agency:

Commission of the Council on
Occupational Education
41 Perimeter Center NE
Suite 640
Atlanta, GA 30346
Ph: (770)396-3898