

# **Student Grievance Procedure**

## **I. Grievance - Records Retention**

The Vice President for Academic and Student Affairs (Vice President) must maintain a copy of the formal grievance, information regarding how the grievance was investigated, and the written response for the timeframe required by the North Carolina Community College Records Retention and Disposition Schedule. The Vice President will examine the formal grievance records on an ongoing basis for patterns. If a pattern is identified, this information will be addressed by the Vice President in a timely manner. If a pattern of formal grievances directly involves a vice president's action(s), this information will be referred to the president.

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