

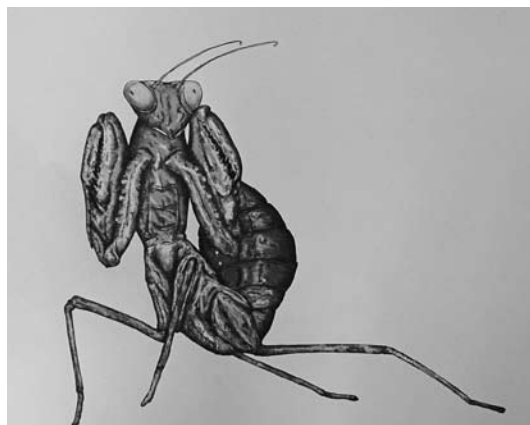
Student Handbook

The Chair of the Academic Grievance Review Panel will provide a written decision of the panel to the student, instructor, and dean involved in the grievance within five business days after the completion of the hearing.

Level 3: If either party to the grievance is not satisfied with the disposition of the grievance at Level 2, the written grievance submitted at Level 1 along with the Dean's written response and response from the Academic Grievance Review Panel may be submitted to the Vice-President for Academic Affairs and Student Services within seven college business days of receipt of the Level 2 response.

The Vice-President at this point may schedule a meeting with the principals within ten college business days following the receipt of the grievance. The meeting itself may occur within seventeen days of the receipt of the grievance. Within twenty college business days following the receipt of the Level 3 grievance, the decision of the Vice-President for Academic Affairs and Student Services shall be provided in writing, delivered by certified mail, to the principals, and the decision shall be final.

General Provisions: In no case may an individual involved at an earlier level of the grievance serve on the Grievance Panel. The Grievance Panel, Dean, or Vice-President has the responsibility to interpret the grievance in light of established laws, rules, policies, procedures, and regulations. The Dean or Grievance Panel does not have the prerogative to formulate or change College policies or procedures nor to commit State resources. The Vice-President may not change policy or procedure to resolve a grievance, but may, as a result of the grievance, formulate new policy to cover future cases. Copies of the final resolution of the grievance shall be forwarded to the principals concerned and to all administrative officials involved in the grievance. Files of resolved grievances shall be forwarded to and maintained in the office of the Vice-President for Academic Affairs and Student Services. All principals to a grievance shall have the right to copies of all written information presented in the grievance procedure.



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Domicile Appeals Process

A student who disagrees with an initial tuition classification may make an oral or written appeal to the Registrar within ten business days of the initial notification. The student may be asked to provide additional domicile information to supplement the Application for Virginia Domicile. The Registrar will respond to the appeal within fifteen business days. If the student still disagrees with the tuition classification, the student may file a final written appeal with the Dean of Student Services, for consideration by the Domicile Appeals Committee. The Domicile Appeals Committee shall consist of two members of the Advisory Council to the Dean of Student Services and the Dean of Student Services. No person who serves at one level of this appeals process shall be eligible to serve at any other level of this review. This written appeal must be made within five calendar days of the student's notification of the first appeal. The Domicile Appeals Committee will review the domicile determination to ensure the decision is in compliance with relevant state legislation and state guidelines. A student who is not satisfied with the outcome of the review by the Domicile Appeals Committee may appeal to the appropriate circuit court. The student must file a petition for review with the court within thirty business days of receipt of the decision by the Domicile Appeals Committee.

Note: The Guidelines for Determining Domicile and Eligibility for In-State Tuition Rates set forth in Section 23-7.4 of the Code of Virginia will be followed by Germanna Community College throughout the domicile appeals process.

Access To Student Records/Transcripts

A student may request that a copy of their student permanent record be forwarded to other educational institutions, employers, or any person(s) designated by the student. A student must authorize the release of their transcript by submitting a signed written request, accessing the Transcript Request Form through GCCOnline at www.gcc.vccs.edu or by completing a Transcript Request Form, available in the Admissions and Records Office at either campus. There is currently no fee for transcripts. Generally, transcript requests will be processed within five business days.

Due to the limitations on access to student information under the Family Educational Rights and Privacy Act of 1974, telephone, email and third party requests for transcripts cannot be honored. This includes transcript requests from parents of students. Germanna will not release a transcript for any student who has unresolved financial obligations with the College.

Note: The College does not provide copies of transcripts from other institutions. Such copies must be obtained from the originating source. Notification of Rights under FERPA.