

Exceptions

1. All parties will receive written notification of any deviation from specified time frame.
2. The following exceptions apply if the respondent is a vice president or dean. The Step 1 supervisor shall be another Vice President appointed by the President. Step 2 will be omitted in the event that the grievance is against a Vice President or dean. If the dean of Student Services is involved in the grievance, the individual will request a hearing through the President's Office. In the event that the grievance involves the President, the grievance form is forwarded to the President's executive assistant, who in turn forwards the grievance to the Chair of the Board of Trustees.