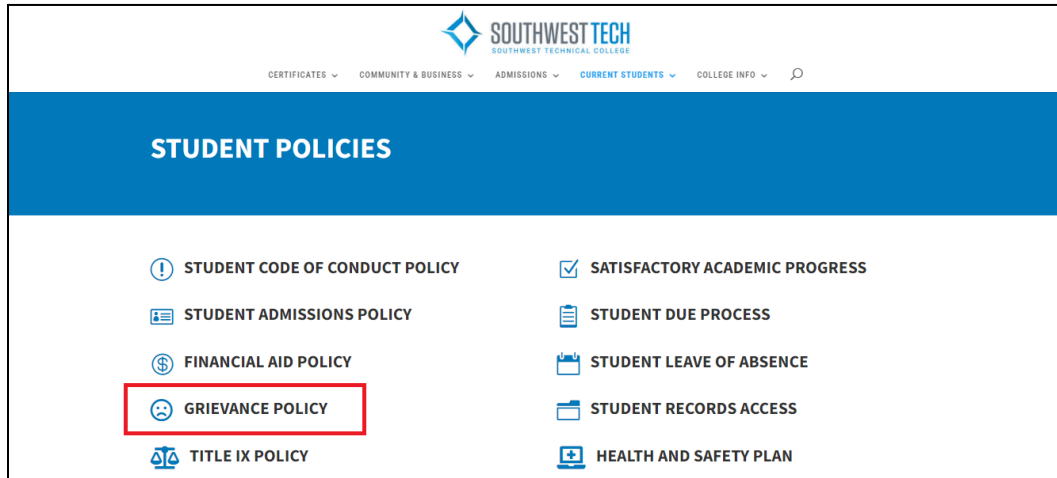
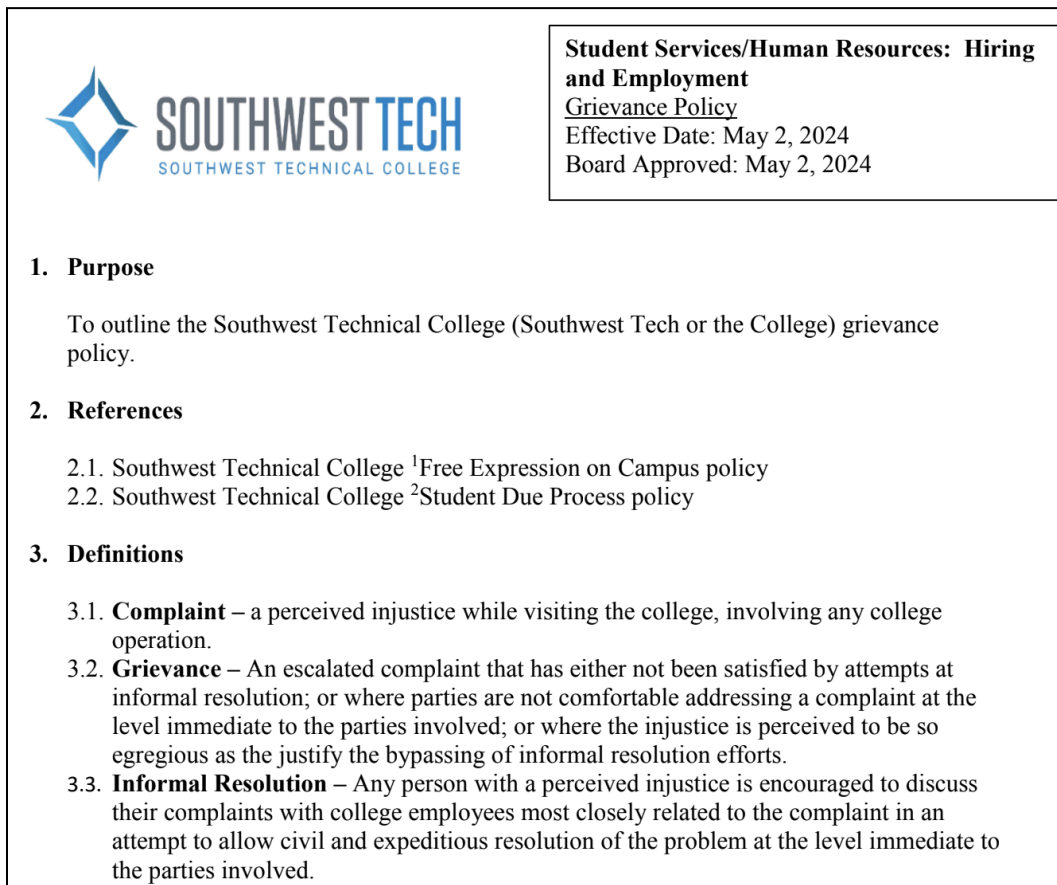


8.A.2

The institution has published and implemented procedures for handling complaints/grievances from faculty and staff that are consistent with the policies of the institution's governing board including complaints/grievances filed against the institution's chief administrator, if any.

Exhibit 8.A.2.1 — Grievance Policy on Website



The screenshot shows the Southwest Tech website's navigation bar with links for CERTIFICATES, COMMUNITY & BUSINESS, ADMISSIONS, CURRENT STUDENTS, and COLLEGE INFO. Below the navigation bar is a blue header for 'STUDENT POLICIES'. Under this header, there is a grid of policy links, each with an icon: STUDENT CODE OF CONDUCT POLICY (info icon), SATISFACTORY ACADEMIC PROGRESS (checkmark icon), STUDENT ADMISSIONS POLICY (book icon), STUDENT DUE PROCESS (document icon), FINANCIAL AID POLICY (dollar sign icon), STUDENT LEAVE OF ABSENCE (calendar icon), **GRIEVANCE POLICY** (sad face icon, highlighted with a red box), STUDENT RECORDS ACCESS (folder icon), TITLE IX POLICY (scales icon), and HEALTH AND SAFETY PLAN (first aid kit icon).



The screenshot shows the Southwest Tech website's header with the college logo and name. Below the header is a box titled 'Student Services/Human Resources: Hiring and Employment' containing the 'Grievance Policy' link, 'Effective Date: May 2, 2024', and 'Board Approved: May 2, 2024'. The main content area of the page is titled '1. Purpose' and contains the following text: 'To outline the Southwest Technical College (Southwest Tech or the College) grievance policy.' Below this is '2. References' with two items: '2.1. Southwest Technical College ¹Free Expression on Campus policy' and '2.2. Southwest Technical College ²Student Due Process policy'. Finally, '3. Definitions' includes three items: '3.1. **Complaint** – a perceived injustice while visiting the college, involving any college operation.', '3.2. **Grievance** – An escalated complaint that has either not been satisfied by attempts at informal resolution; or where parties are not comfortable addressing a complaint at the level immediate to the parties involved; or where the injustice is perceived to be so egregious as the justify the bypassing of informal resolution efforts.', and '3.3. **Informal Resolution** – Any person with a perceived injustice is encouraged to discuss their complaints with college employees most closely related to the complaint in an attempt to allow civil and expeditious resolution of the problem at the level immediate to the parties involved.'

Source: [Grievance Policy](#)

Exhibit 8.A.2.2 — Grievance Form


SOUTHWEST TECH
SOUTHWEST TECHNICAL COLLEGE

Grievance Form

This form is to be used to file a formal grievance. All four sections must be completed and will serve as the source document for the grievance process (attach additional pages if more room is necessary). Please answer all questions fully. All supporting documentation must be attached to this grievance form at the time the grievance is filed. Additional information may be requested as necessary.

Name: first name, last name (print clearly): _____

Phone Number: _____ **Email Address:** _____

Personal Detail

☐ Student

 ☐ Employee

 ☐ Other: _____

Type of Grievance

☐ Academic

 ☐ Harassment/Bullying

 ☐ Discrimination
☐ Sexual Misconduct

 ☐ Theft

 ☐ Rudeness/Profanity
☐ Facilities/Safety

 ☐ Weapons

 ☐ Drug/Alcohol/Tabaco/Paraphernalia
☐ Other: _____

Grievance

Describe your grievance, including specific details, locations, names, witnesses, dates, times, etc.

Start Filling →

Source: [Grievance Form](#)

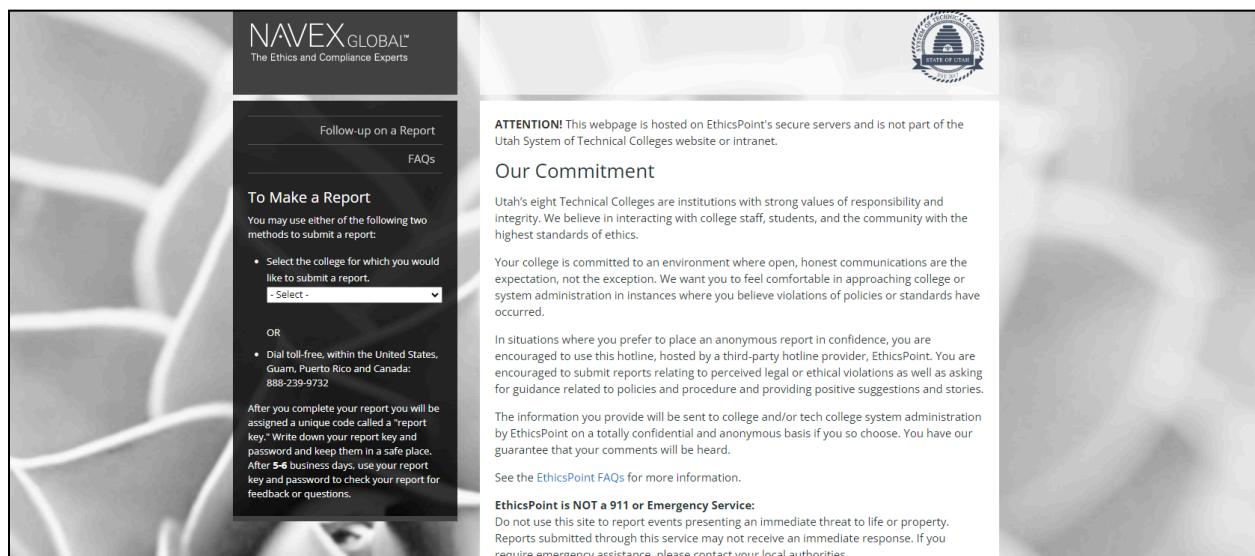
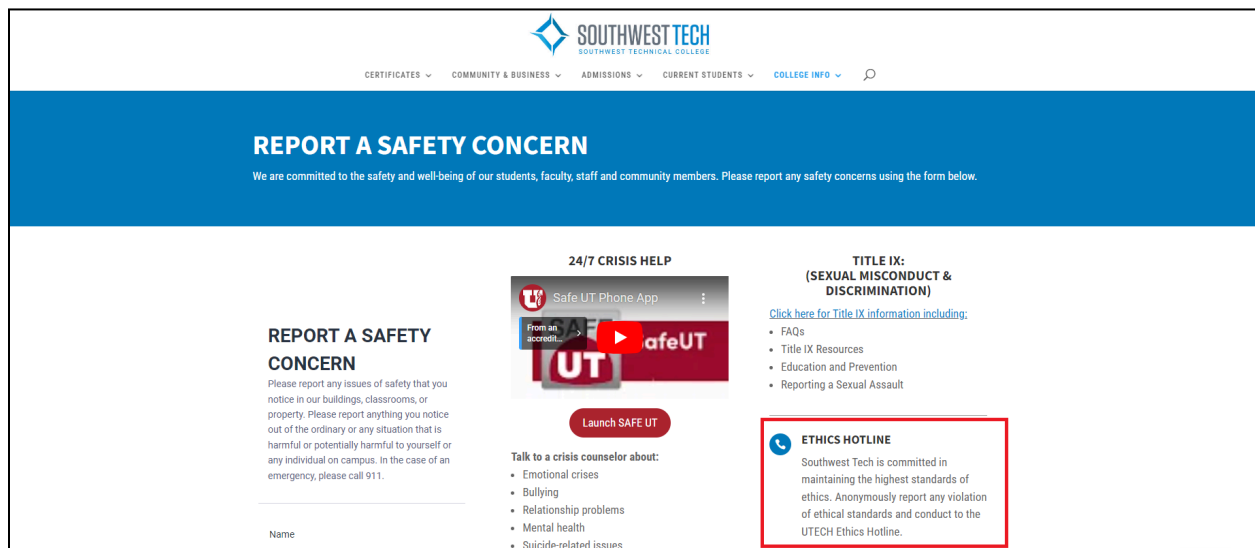
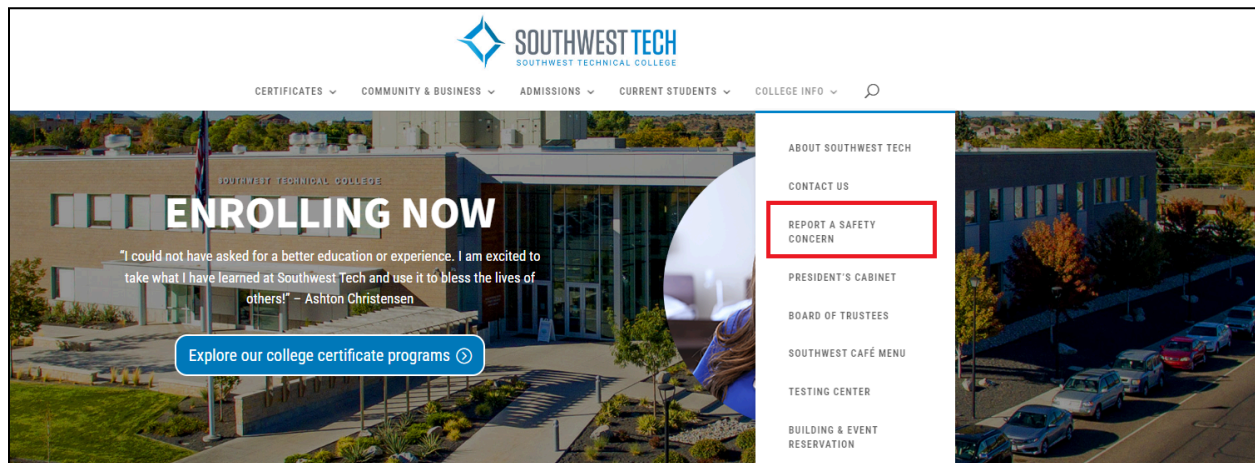
Exhibit 8.A.2.3 — Contact Us Form on Website

The screenshot shows the Southwest Tech website home page. The navigation menu at the top includes links for CERTIFICATES, COMMUNITY & BUSINESS, ADMISSIONS, CURRENT STUDENTS, and COLLEGE INFO. The 'CONTACT US' link is highlighted with a red box. Below the navigation menu, there is a large banner for 'ENROLLING NOW' with a quote from Ashlon Christensen. Below the banner, there are four icons representing different services: COLLEGE CERTIFICATES, COURSE SCHEDULES, BECOME A STUDENT, and SCHOLARSHIP INFORMATION.

The screenshot shows the Southwest Tech 'CONTACT US' form page. The form includes fields for Name (First Name and Last Name), Email, Phone Number, and Comments. A red box highlights the 'ETHICS HOTLINE' section, which contains a phone icon and text stating: 'Southwest Tech is committed in maintaining the highest standards of ethics. You can anonymously report anything that is in violation of ethical standards and conduct to the UTECH Ethics Hotline.' Below the form, there is a red box containing text: 'We strive to keep all of our content accurate and up-to-date and our conduct in the highest ethical standards. If you feel like anything is inaccurate, outdated, or misleading in any of our programs, employment offerings, web pages, or recruitment activities, please fill out the contact form above. Or submit an anonymous report at the Ethics Hotline link in the right column.'

Source: <https://stech.edu/contact/>

Exhibit 8.A.2.4 — Ethics Hotline on Website

Source: [Ethics Hotline](#)