

# HEARING DOCUMENTATION

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1. The Vice President of Enrollment and Student Affairs shall obtain and make available to all involved parties all pertinent documentation in the possession of the College within (5) business days prior to the scheduled hearing date.
2. The Vice President of Enrollment and Student Affairs will be responsible for maintaining all records of the appeal.
3. The records for each grievance will be maintained for a period of four years after the final decision has been rendered.
4. All original documentation, including paper and electronic records related to the grievance, shall be maintained in the designated grievance file by the Vice President of Enrollment and Student Affairs and may be released only in accordance with the requirements of Florida law.