



The Student Grievance Policy provides a system to respond to student complaints against faculty, staff, or other students concerning allegations of discrimination, violation(s) of their student rights, or general unfair treatment. This procedure is not to be used for grade appeals (use the standard appeal form) or claims of sexual harassment or sexual violence (follow the reporting procedure for Title IX).

Whenever possible, students are encouraged to resolve issues at an informal level by discussing the concern with the other party identified as causing or contributing to the complaint. An exception would be if they feel that informal discussion might place them in a compromising position or expose them to potential risk.

Informal Resolution Procedure

An informal resolution meeting is intended to address the issue with the appropriate individual(s) before filing a formal complaint. The student arranges a meeting with the person involved in the complaint and the direct supervisor of the person involved (if appropriate). This should be done within fifteen days of the alleged incident. If the informal process does not resolve the issue, a student may initiate the formal resolution procedure.

Formal Resolution Procedure

If students feel their complaint meets the guidelines of a grievance, they should complete the [student grievance form](#) within fifteen days of the incident or within seven days of the informal resolution procedure. The complaint form includes contact information, a description of the complaint, and suggested action(s). The completed form is sent to the Vice President for Student Affairs. Students may be asked to provide documentation regarding their complaint.

The Vice President for Student Affairs will meet with the student and then conduct any investigation he or she deems necessary. A written recommendation will be sent within seven days of the student meeting that states the information presented, and recommended actions, if any. Copies of the original complaint and the written recommendation will be sent to all parties involved in the matter.

If any of the parties involved in the formal resolution process do not feel that the complaint has been adequately resolved, they may submit a written appeal within fourteen days to the Dean of the College. The written appeal must include all documentation from the informal and/or the formal procedure and must specify the conditions he or she believes were not adequately taken into consideration. The Dean may refer the complaint to the President of the College. The President makes the final decision within fourteen days of receiving the appeal.