

Grievance Procedures for Student:

Policy Statement

The policy of the College is to ensure the speedy and fair resolution of all conflicts, to provide for review processes to guarantee the fair and reasonable application of College policies to all students, and to encourage mediation of potential conflicts at the earliest possible moment. Students are expected to exhaust all internal administrative remedies before pursuing any action with external agencies. It shall be the responsibility of the College, Through the Office of the Vice President for Student Affairs, to ensure that the rights of all students are appropriately supported and respected.

Definition

A student grievance is any complaint made in writing by a student to an appropriate administrative office of the College alleging unfair, unreasonable, arbitrary, capricious, and/or discriminatory application of College policies. A grievance may result from academic experiences, non-academic matters involving administrators, staff, or student organizations or matters related to alleged discrimination based on race, color, national origin, age, gender, disability, creed, or marital status.

All grievant are encouraged to resolve problems where they arise and with the parties involved. In general, grievances may be categorized as academic, non-academic or discriminatory grievances. Grievances may result also from alleged acts of sexual harassment.

Filing a Grievance

Students may file a grievance or register a formal complaint by presenting the complaint in writing to the appropriate administrative officer of the College. The appropriate officers for various types of grievances are listed below:

<u>Type of Grievance</u>	<u>Administrative Officer</u>
Sexual Harassment	Vice President Student Affairs
Academic Affairs	Vice President for Academic
Financial Finance	Vice President for Business and
Student Code Violations	Vice President for Student Affairs

Appeals

Student appeals related to Wiley College academic policies must be submitted to the Vice President for Academic Affairs, who will refer the appeal to the appropriate college committee. The Vice President for Academic Affairs will have a consultative meeting with students and provide other needed assistance. The Academic Council will consider letters of appeal.

The decision of the Vice President for Student Affairs on disciplinary matters may be appealed. **The appeal is limited to the issue of penalty.**