

ACADEMIC GRIEVANCES

If a student alleges a violation of their academic rights, he/she may address the matter through the

provisions of the appeal process. Student grievances will be handled accordingly:

- The Student must write their grievances to the Program Director (Eligah Nesmith)
- After review, the Program Director and Student will meet to clarify all of the issues
- If deemed necessary, all participants shall meet to discuss the grievance
- An action plan will be developed for all participants to follow, within a reasonable amount of

time

- Should anyone fail to perform any of the duties outlined in the plan of action, the actions will

be documented and presented to the Program Director

- The matter will be escalated to the Coordinator or Division Dean
- The Coordinator of Division Dean will interview the participants and determine a new

course of action

THEREAFTER, IF THE COMPLAINANT IS UNSATISFIED, HE/SHE SHOULD REFER TO THE

APPEAL PROCEDURE.