

CATEGORY: STUDENT

SUBJECT: STUDENT FAIR TREATMENT POLICY AND PROCEDURE

*All matters involved in this procedure will be confidential. When concerns, problems and complaints cannot be alleviated by the normal communication channels in place within the College the following formal steps are to be followed:

- 1) The dispute will be submitted in writing to the Director.
- 2) A written response will be made within five (5) school days from the receipt of the written dispute.
- 3) If the dispute is not resolved to the satisfaction of the involved student, an appeal may be made to the President of the College. This written appeal must be submitted within five (5) school days following the written response from the Director.
- 4) The President of the College will respond in writing to the appeal within five (5) school days.
- 5) If the dispute is not resolved, it is the student's responsibility to submit a written request to the President of the College within five (5) school days for activation of the Student AD-HOC Fair Treatment Committee.
- 6) The President of the College activates and refers the dispute to the Student AD-HOC Fair Treatment Committee.
- 7) The Student AD-HOC Fair Treatment Committee will convene and hear the dispute within five (5) school days. The Committee will consist of:
 - a) Director;
 - b) One uninvolved student appointed by the Director;*
 - c) One uninvolved student selected by the involved student;*
 - d) Academic Advisor;
 - e) Uninvolved faculty member appointed by the Director;
 - f) Uninvolved faculty member selected by the involved student;

* Uninvolved students will not be on the committee when the committee is activated for an academic issue.

Each complainant will have a private and separate meeting with the Committee. The Committee will receive all documents and evidence and compile minutes of their proceedings.

- 8) The Student AD-HOC Fair Treatment Committee will submit a written report, including findings, documents, recommendations within five (5) school days, to the President of the College, the Director, and the involved student.
- 9) Should the recommendations of the Student AD-HOC Fair Treatment Committee not be acceptable to either the student or the President of the College, the dispute will be presented in writing to the Chairman of the Board of Trustees of the College by either party, within five (5) school days.

10) The Chairman of the Board of Trustees or designee will investigate the dispute and render a decision with (10) school days. This decision is final and binding upon all parties involved.

Each involved party in this fair treatment process may be accompanied by an individual of their own choosing during any step of the procedure.

Approved: _____
President

Date: September 14, 2000, Revised: August 14, 2001, Revised: February 6, 2003, Revised: August 1, 2007, Revised: July 30, 2010