
Student Grievance Policy

The College recognizes the importance of students being able to submit legitimate complaints relating to courses, programs, and personnel. Students should submit complaints using the following steps:

1. Students are encouraged to seek to resolve the matter by discussions with the relevant College personnel most associated with the matter. College personnel with whom a concern is raised by a student is expected to deal with the matter in an open and professional manner and take reasonable and prompt action to try to resolve it informally. The student should consult with the relevant College personnel in person or writing, within the semester in which the grievance occurs.
2. If the student is not satisfied that the matter has been resolved, the student should submit a written complaint with the appropriate supervisor of the College personnel. Complaints will be acknowledged by the director/division chair.