

GRIEVANCE POLICY

Students are encouraged to bring all suggestions and concerns to their instructor. The instructor will attempt to resolve any concerns or advise the student to discuss the situation with the appropriate staff member.

If the instructor is unable to resolve the concern(s), the student should make an appointment to talk to the Director and provide a written statement of the concern(s) at the time of the meeting. The statement must state the issue and desired outcome, and should include any documentation that supports the concern.

The Director will review the written statement and any supporting documentation, gather facts, and provide a written response to the student within ten (10) working days. The Director's decision is final.