

## **Grievance Policy**

### **I. ACADEMIC**

When a student believes that normal academic standards have been violated, the following course of action provides the student with steps to address the matter. A formally registered complaint is hereafter referred to as a grievance, and the person registering the complaint is the grievant.

#### **A. Recording the grievance**

1. All grievances must be submitted in writing with the following information within two weeks of the incident and shall include:
  - a. the date of the incident;
  - b. a description of what took place;
  - c. why the incident is considered a grievance;
  - d. the date on which the grievance was recorded;
  - e. the signature of the grievant.

#### **B. Registering the grievance**

- |         |  |
|---------|--|
| Level 1 | The grievance must be submitted by the grievant to the academic dean. If the grievance involves the academic dean, the grievance must be submitted to the president.   |
| Level 2 | If the grievance is not addressed to the satisfaction of the grievant, the written grievance must be submitted by the grievant to the president, along with a description of what was done at level one and why the grievant finds it unsatisfactory. If the grievance involves the president, the grievance must be submitted to the board chairman (address and phone number below). |
| Level 3 | If the grievance is still not resolved to the satisfaction of the grievant, the written grievance must be submitted to the board chairman (address and phone number below), along with a description of steps taken at levels one and two, and why the grievant finds them unsatisfactory.   |
| Level 4 | If the grievance is still not resolved to the satisfaction of the grievant, the written grievance must be submitted to the Association for Biblical Higher Education (address and phone number below), along with a description of steps taken at levels one, two and three, and why the grievant finds them unsatisfactory.   |

The person or persons with whom the grievance is filed shall process it in a serious and appropriate manner and shall be responsible to file in his office both the grievance and a report of steps taken to address it. Copies shall both be given to the faculty member against whom the grievance is registered and be placed in his personnel file.

## II. NON-ACADEMIC

Whenever anyone involved in the RBC program believes that he or she has been wronged by another person or persons, the following course of action provides steps to address the matter. A formally registered complaint is hereafter referred to as a grievance, and the person registering the complaint is the grievant.

### A. Recording the grievance

1. All grievances must be submitted in writing with the following information:
  - a. The date and place of the incident;
  - b. A description of what took place
  - c. Why it is considered a grievance
  - d. The date which the grievance was recorded;
  - e. The signature of the grievant

### B. Registering the grievance

- |         |  |
|---------|--|
| Level 1 | The grievance must be submitted by the grievant to the appropriate person as follows: <ol style="list-style-type: none"><li>a. Grievances concerning a student shall be submitted to the dean of students;</li><li>b. Grievances concerning a staff member shall be submitted to the staff members' administrative supervisor;</li><li>c. Grievances concerning a faculty member shall be submitted to the academic dean;</li><li>d. Grievances concerning an administrator other than the president shall be submitted to the president;</li><li>e. Grievances concerning the president shall be submitted to the board chairman.</li></ol> |
| Level 2 | If the grievance is not addressed to the satisfaction of the grievant, the written grievance must be submitted by the grievant to the president, along with a description of what was done at level one and why the grievant finds it unsatisfactory.  |
| Level 3 | If the grievance is still not resolved to the satisfaction of the grievant, the written grievance must be submitted to the board chairman (address and phone number below), along with a description of steps taken at levels one and two, and why the grievant finds them unsatisfactory.   |
| Level 4 | If the grievance is still not resolved to the satisfaction of the grievant, the written grievance must be submitted to the Association for Biblical Higher Education (address and phone number below), along with a description of steps taken at levels one, two and three , and why the grievant finds them unsatisfactory.  |

The person or persons with whom the grievance is filed shall process it in a serious and appropriate manner and shall be responsible to file in his office both the grievance and a report of steps taken to address it. Copies shall both be given to the person or persons against whom the grievance is registered and be placed in their file.

Board Chairman: Contact the Executive Director of Conservative Mennonite Conference for name and address of the current Board Chairman. The Executive Director may be reached at 9910 Rosedale - Milford Center Road, Irwin, Ohio, 43029, Phone 740-857-1234.

Accrediting Association: Association for Biblical Higher Education, 5850 T G Lee Blvd #130, Orlando, FL 32822, Phone: 407-207-0808