

## **Grievance Procedure**

Any student who believes that he or she has received unfair treatment may communicate a grievance through the proper channels. The student's grievance must be communicated either in person or in writing through the following officials, in order:

- Residence Directors
- Dean of Men or Women
- Vice President of Student Development
- President of the College
- Association for Biblical Higher Education (See Accreditation Information)

If the grievance concerns the **classroom**, the first person to be contacted should be the professor. Appeals by the student for treatment received from a professor may be made to the Vice President of Academics, Vice President of Student Development, or the President.

If the grievance concerns the **business of the College**, the first person to be contacted should be the Vice President of Business and Finance.

If the student does not receive satisfaction from the first person contacted, the next authority may be contacted. Each avenue must be exhausted before you proceed to the next. In matters that concern accreditation of the College, the Association for Biblical Higher Education may be contacted if no other satisfactory resolution has been found.

**Grievances involving alleged discrimination based upon an individual's race, color, national origin, sex, disability, or age follow the grievance policy and procedures found in the Gender-Based Misconduct Policy.**