

## D01. Academic Grievance<sup>1</sup>

<b>Applies to:</b>	<b>Students</b>	<b>Overseer:</b>	EVPP
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### Policy Statement:

When possible, disagreements between a student and a faculty member should be resolved informally; when necessary (for example, when involving issues of academic integrity), a faculty member shall follow the relevant policies and procedures to resolve the issue. If a review by all relevant parties and committees has not resulted in an acceptable resolution, a student may file a formal Academic Grievance.

Academic grievances may originate with such student complaints as perceived violation, misinterpretation, or inequitable application of course or program requirements, unfair or inequitable treatment by a faculty member, unjustified accusations concerning academic integrity, unfair or inequitable application of, grading policies, and the like. Elim Bible Institute and College abides by a six-month statute of limitations for filing an academic grievance, which must be resolved within a reasonable period of time.

### Procedure:

- A student who has an academic grievance against a faculty member should first speak directly to that person. If the matter cannot be resolved, the student should contact the Executive Vice President and Provost (EVPP). If the matter remains unresolved:
- The student shall submit a formal, written grievance to the EVPP \*, who shall meet with the individuals involved and make a ruling on the complaint. The student shall receive a written copy of the ruling within ten business days\*\* of receipt of the grievance.
- If the student decides to appeal the ruling, the EVPP \* shall within ten business days\*\* of receiving the written appeal, appoint and convene an Ad Hoc Committee composed of:
  - Two faculty members and one dean who are unrelated to the case.
  - A member of the student council, appointed by the Dean of Students.
    - Faculty members included in the informal process to resolve the complaint, or close friends of the student submitting the complaint, shall not be appointed to the Ad Hoc Committee. The student appointee shall not currently be enrolled in courses with the student. At the discretion of the Chair of the Ad Hoc Committee, additional relevant personnel may be included on the Ad Hoc Committee.
- As soon as the Ad Hoc Committee is appointed, the members shall receive a copy of the student's written complaint and a summary of the previous meeting(s) seeking resolution. One of the faculty members shall be designated as Convener and Chair for ensuing meetings.
- Once Committee members have had an opportunity to review relevant materials, the Ad Hoc Committee shall meet with the individuals involved. Depending on the nature of the incident and grievance, the student and faculty member may appear separately or together. The purpose of such meetings is to pursue information included in written materials, hear additional supporting evidence, and ask clarifying questions.
- The Ad Hoc Committee shall deliberate and make a ruling, using a simple majority vote. The student shall receive a written copy of the ruling. (These steps should be completed within ten business days\*\*.)

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<sup>1</sup> TRACS Accreditation Standard II.17.3

- Any further appeal shall be filed with the EVPP (or appropriate designee) who has the right to consult with additional personnel relevant to the situation. If the EVPP finds no reasonable cause to contest the ruling, the decision of the Ad Hoc Committee shall stand, and the student shall be notified in writing within ten business days\*\* of receipt of the appeal. The student and faculty member shall receive a written copy of the ruling.
- Once the grievance is resolved, proceedings of the meetings involved shall be filed in the Academic Office.
- Any resultant disciplinary action shall be addressed in accordance with professorial jurisdiction (e.g., grading) and institutional policies (e.g., Academic Integrity Policies and Procedures).
- If a final ruling is in favor of the student, the EVPP \* will work with the faculty member to determine the appropriate action.
- If Academic Integrity and Grievance Procedures do not lead to resolution, the final arbiter shall be the President of Elim Bible Institute and College.

\*In the event that the EVPP is the faculty member of record for the course, the President of EBIC shall either operate as the EVPP or appoint an appropriate representative.

\*\*Ten business days refer to ten days when the college offices are open.