

CHAPTER:		DATE ADOPTED	NUMBER
STUDENTS	Academic Concerns	July 11, 2006	415
SYNOPSIS:			
1	Process for Students to Express Academic Concerns and Complaints		
1	<p>Process for Students to Express Academic Concerns and Complaints: Student academic concerns and complaints should be raised by the student through the procedure described below:</p> <ul style="list-style-type: none"> a. The student should first attempt to resolve the concern with the instructor. b. If after meeting with the instructor, the student believes his/her concern is not resolved, or, if the student does not feel, for whatever reason, he/she can directly approach the instructor, the student should meet with the Dean of the department/program. This meeting shall be scheduled within 10 calendar days after meeting with the instructor. The Dean shall investigate the concern fully, including meeting with the instructor and the student and attempt to resolve the concern. c. If the concern is not resolved to the satisfaction of the student, the student may submit within five calendar days after the meeting with the Dean, a written summary of his/her concern to the Vice President of Instruction. The Vice President will confer with the Dean, the instructor, and the student in an attempt to resolve the concern. 		