

How are Students' Complaints and Appeals Handled?

1. **Appeal of Final Course Grades:** Student grade appeals are handled through the office of the Vice President of Academic Affairs and Dean. See student Handbook section 5.8.1.2 for the specific procedure.
2. **Appeal of Disciplinary Actions:** A student may appeal disciplinary sanctions for misconduct based on a procedural error that significantly impacted the outcome of the case, new evidence unavailable during the investigation, or sanctions imposed that are significantly disproportionate to the severity of the violation. The student should submit a written appeal:
 - a. For violations of student conduct policy (smoking, drugs, firearms, integrity, etc.): to the Seminary President, who will review the Dean's investigation and ruling.
 - b. For Plagiarism: to the Dean, who will appoint a Plagiarism Review Board to consider the case, if warranted.
 - c. For Sexual Misconduct/Harassment: to the Seminary President who will review the Dean's findings and ruling.

NOTE: For VAWA violations: These criminal violations cannot be appealed

3. **Appeal of Denial of Admission or Readmission:** A student may appeal the Decision of the Faculty Council based on inequities between cases, discrimination or the introduction of new mitigating facts, by written appeal to the President who will review the case and has the option to appoint an investigative committee for further fact finding.
4. **Discrimination Complaint:** The processes for filing a complaint and for appeal by a respondent, under each of the situations below, are included in the respective policy and procedure. Complaints are initiated by submission of a written request for an interview by the student to the Vice President for Academic Affairs and Dean, the Chief Financial Officer and Director of Human Resources (if the complaint involves the Dean), or to a member of the Student Complaint Advisory Committee. The subsequent interview will determine how the Seminary will proceed with its response depending upon the suspected policy violation:
 - a. Under Title VII of Civil Rights Act (Race, religion, ethnic origin, etc.)
 - b. Under Title IX of Education Amendments (gender, gender identity, etc.)
 - c. Under Americans With Disabilities Act

5. **Complaint of Sexual Misconduct/ Harassment:** Complaints of sexual misconduct/harassment are made by submission of a written request for an interview by the student to the Vice President for Academic Affairs and Dean, the Chief Financial Officer and Director of Human Resources (if the complaint involves the Dean), or to a member of the Student Complaint Advisory Committee. The subsequent interview will determine how the Seminary will proceed with its response depending on the nature of the complaint and the respondent(s) named:
 - a. Student vs Student
 - b. Student vs Faculty
 - c. Student vs Non-faculty Seminary Employee

6. **Complaint of Violence Against Women Act (VAWA)** (Clery violation (domestic abuse, dating abuse, stalking, etc.)). Student should report the complaint to the Campus Security Authority (CSA), who is the Chief Financial Officer and Director of Human Resources, or to the Vice President of Academic Affairs and Dean, if the CSA is named in the complaint.

7. **Complaints of interference with a student's education process** Incidents of micro- aggressions by another student or perceived inequities in an academic process (see Student Handbook, Appendix B for definitions) are investigated by the Student Complaint Advisory Committee. The process is initiated when a student contacts a committee member or the Vice President for Academic Affairs and Dean, briefly describing the concern in writing.