

Student Complaint Policy

Procedures followed in addressing all student concerns/complaints:

1. Student meets with chair to voice concerns.
2. Chair/Student completes the Student Complaint Form.
3. Student and chair decide the timeline for dealing with the concern.
(Some students make specific requests that the chair not talk with the faculty member until after the semester ends and grades are assigned. Student and chair determine if a follow-up meeting is needed.)
4. Chair talks with faculty member about the concern. Identity of student(s) is never discussed with faculty member.
5. Chair talks again with student, if needed.
6. A follow-up meeting is held with faculty member, if needed.