



SAINT MICHAEL COLLEGE OF ALLIED HEALTH GRIEVANCE POLICY

Any student who has a grievance he or she feels has not been covered under the procedures for appeal of a grade, misconduct/infractions, and dismissal policies may appeal to the academic committee for resolution.

PROCEDURE FOR GRIEVANCE POLICY

- The aggrieved student must first request in writing a conference with any faculty or staff member involved and the Vice President of Academic Affairs.
- This request must state the grievance and why the student feels it is not covered under the appeal of a grade, misconduct/infractions, and dismissal policies.
- The Vice President of Academic Affairs, within one week of the receipt of the letter, must arrange a conference and notify the student and faculty or staff member of the time and place of the conference.
- If there is no resolution after this conference, the student may appeal in writing to the academic committee by submitting an appeal letter to the Vice President of Academic Affairs.
- The academic committee will be activated for a hearing within two weeks of the Vice President of Academic Affairs receipt of the appeal letter.
- The Vice President of Academic Affairs will notify the student and the faculty or staff member involved in the time and place of the hearing.

HEARING PROCESS

- The Vice President of Academic Affairs will notify the student and the faculty member involved in the hearing process of the time and place for a hearing to determine whether the student's conduct has warranted dismissal. The academic committee will follow the same process as set forth for the grade appeal hearing, outlined in the catalog.
- The Vice President of Academic Affairs will communicate the decision of the committee in writing to the student making the appeal and the faculty member.
- The student may appeal the decision of the academic committee to the President/Program Director, which will be referred to the governing board. The decision of the board of governors will be final.
- A student will not be subjected to unfair actions as a result of initiating a complaint proceeding.
- If the student complaint cannot be resolved after exhausting the college's grievance procedure, student may file a formal complaint with the following agencies:
- Student at the District of Columbia Campus may submit their written complaint to the District of Columbia Higher Education Licensing Commission, 1050 First Street, NE, 5th Floor Washington, DC 20002.
- Students at Alexandria, VA campus may submit their written complaint to the State Council of Higher Education for Virginia (SCHEV), Private and Out-of-State, Postsecondary Education, 101 N. 14TH Street, 9th Floor, James Monroe Building, Richmond, VA 23219. Tel: 804 225 2600.
- A written complaint may also be submitted to the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Tel: 770 396 3898. <http://council.org>.

Students enrolled from SARA states must follow the SMCAH complaint process before submitting a complaint to the State Portal Agency, the State Council of Higher Education for Virginia (SCHEV) <https://www.schev.edu/index/students-and-parents/resources/student-complaints>.

INFRACTIONS

Infractions include but are not limited to the following:

- Vandalizing college property and premises
- Stealing or conspiring to steal property belonging to the college, students, faculty, or staff
- Physical abuse or threat of physical abuse or harm to property or person
- Disruption or obstruction of classes, assembly, or other college activities
- Failure to obey instructions of college officials in the discharging of their normal responsibilities
- Presenting false documentation or filing a false accusation against another person

PROCEDURE FOR DEALING WITH MISCONDUCT OR INFRACTIONS

- Cases regarding infractions and misconduct by students are handled by faculty members in consultation with the Vice President of Academic Affairs.
- Unresolved cases may be referred to as the academic committee for further investigation and review.
- Students dissatisfied with the determination of a case by a faculty member may appeal the matter to the academic committee.
- Cases regarding infractions and misconduct referred to the academic committee are handled in the same way as grade appeal cases, outlined above.

STUDENT DISMISSAL POLICY

Saint Michael College of Allied Health promotes an environment that is safe for its students, faculty, staff, and the general public. A student whose conduct violates and threatens the college's policies and regulations may be dismissed.

PROCEDURE FOR DISMISSAL

When the conduct of a student is considered by a faculty member to warrant dismissal, the faculty member will consult with the Vice President of Academic Affairs and after that, notify the student in writing to cease attendance of classes and clinical rotations. The faculty member will then send a copy of the letter to the Vice President of Academic Affairs to activate the academic committee about a hearing process.

APPEAL OF GRADES IN COURSES AND EXAMINATIONS

If you have a grievance about grades, you may appeal. The academic committee is responsible for hearing and resolving all appeals of grades and examinations:

(a) **ACCEPTABLE GROUNDS FOR APPEAL:**

Students have grounds for appeal if they feel:

- Considerations of race, politics, religion, or gender, or sexual harassment.
- Student work was evaluated by criteria that did not directly reflect performance on the course requirements.

(b) APPEAL PROCESS:

- Before filing an appeal of a grade assigned in a course, the student must first address his or her concerns in writing to the instructor who assigned the grade. If the grade assigned resulted from a computational or procedural error, the instructor will take steps to amend the grade through the use of the “GRADE CHANGE FORM.” If the grade assigned did not result from a computational or procedural error, the student will request in writing an appeal hearing stating the reasons for the appeal. The request must be submitted to the Vice President of Academic Affairs, who is the chair of the academic committee, no later than one week after the student officially received the result of the course examination/clinical.
- Upon receipt of the request for an appeal hearing, the Vice President of Academic Affairs will notify the faculty member involved. The Vice President of Academic Affairs will convene a meeting of the academic committee at an agreed time and place no later than three weeks after the receipt of the request. The Vice President of Academic Affairs will notify the student and the instructor involved.
- Before and no later than two weeks before the date of hearing, the student involved must submit a written account supporting the grounds of the appeal and setting forth the facts and circumstances upon which the student relies for the appeal. This written account will be submitted to the chair of the academic committee (Vice President of Academic Affairs), who will send a copy to the instructor who assigned the grade. If the instructor chooses to respond, the response must be submitted in writing to the chair of the academic committee no later than one week before the date of hearing of the appeal. A copy of the instructor’s response will be sent immediately to the student appealing.
- The academic committee will hold a closed-door hearing with the Vice President of Academic Affairs in attendance. At the beginning of the hearing, the Vice President of Academic Affairs will outline the rules and procedures of the hearing. The hearing will focus solely on the grounds of the appeal submitted by the student. The burden of proof will be on the student to make his or her case to the appeal board by a statement of facts and the offer of clear and convincing evidence.
- Following the hearing, the instructor and the student appealing will leave the premises after stating their cases, and the academic committee members will remain to deliberate until a simple majority decision is reached.
- The Vice President of Academic Affairs will notify the instructor and the student appealing in writing of the academic committee’s decision. The decision of the academic committee is final.
- If the decision is in favor of the student, the necessary steps will be taken by the Vice President of Academic Affairs to initiate the grade change.