



Student Due Process and Grievance Policy

Resolution of any problem can be achieved through proper channels of authority and may be resolved at any level of the due process and grievance procedure. The appeals process should be initiated no later than the end of the quarter following the one in which the grievance arose. Any student filing a grievance is required to follow the step-by-step procedure in the listed sequence:

Step 1. Student will meet with the faculty or staff member involved to attempt to resolve the problem informally to the student's satisfaction.

Step 2. If the problem is not resolved at Step 1, student will meet with Vice President of Academic and Student Services to attempt to resolve problem informally to the student's satisfaction.

Step 3. If the problem is not resolved at Step 2, student will meet with the President to attempt to resolve problem informally to the student's satisfaction.

Step 4. If the problem is not resolved in Steps 1, 2, or 3, student will present a formal written grievance to the President.

Step 5. A formal hearing will be arranged by the President consisting of five members. The members shall include one administrator, two faculty, and a full-time student. In addition, a person of the student's choice (person may be a present student, faculty, or administrator of the College) may be made an Ad Hoc Member of the Committee. The hearing will take place within two weeks after the formal grievance is received.

Step 6. Within 30 days after the formal hearing of the Committee, the findings of the Committee will be presented in writing to the student filing the grievance. Compliance with the foregoing procedure is mandatory, and resort to this procedure is required to be made before any other remedy is sought by a student, whether the grievance asserted arises during the period of enrollment or upon the withdrawal or other termination of enrollment. The ultimate findings concerning any grievance will be final and binding and may be offered in any proceeding arising from any other remedy a student may seek. Findings become part of the student's permanent record.

Problems or complaints that students have about Davis College, whether or not the problems or complaints have been resolved to the student's satisfaction by the school, may at the student's option be directed to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad St, Suite 2481, Columbus, OH 43215-3414, (877) 275-4219.