

Should the student have a concern or a complaint-- an issue believed to have an adverse affect upon the student, someone else, or a group of students-- the student may work to address that problem by first bringing the issue to the attention of the person(s) against whom the complaint is directed. Should resolution not be reached at that level, the issue must be presented in writing, within ten school days of the issue in question, to the immediate supervisor of the person against whom the complaint is directed or to a Student Services counselor who will, in timely fashion, direct the student to the appropriate supervisor and then to the appropriate vice president. If no resolution is reached at the vice president's level, the student may appeal to the president of the college. This procedure shall apply to complaints filed on the basis of discrimination and/or sexual harassment. All decisions, notification of decisions, and reasons for decisions shall be in writing. Complaints may also be filed simultaneously with the Office for Civil Rights, U.S. Department of Education, or pursue both avenues of complaint resolution.