

General Student Grievance and Appeal Procedure

The Adler School of Professional Psychology has adopted this general student appeal procedure to resolve concerns that students may have about the implementation of Adler School policies and procedures. The primary objective of this student appeal procedure is to ensure that student concerns are dealt with promptly and resolutions reached in a reasonable manner. This general student appeal procedure will be followed except in cases where there is a specific appeal procedure governing a specific policy.

Before pursuing this general student appeal procedure, every reasonable effort must be made by the student to resolve issues with faculty, staff, or administrators. Therefore, problems or complaints must first be discussed with the individuals involved. Faculty, staff and administrators should respond promptly to answer questions and/or to resolve problems or complaints brought to their attention by students.

Basis for Appeal

A student has the right to appeal issues of academic status, disciplinary action or dismissal if the student believes the action violates a written school policy or if extenuating circumstances exist.

Students who believe an action of the faculty, staff, administration or committee violates a written policy of the school may present an appeal.

Appeal of Dismissal or Disciplinary Action

Students have the right to appeal dismissal or disciplinary action decisions made by the Student Comprehensive Evaluation Committee (SCEC), or Training Committee on the basis of extenuating circumstances or an alleged violation of a written policy. Extenuating circumstances that may be considered include but are not limited to extreme circumstances such as catastrophic or life threatening illness or injury of the student; or injury or death of a member of the student's immediate family. Students may be required to provide documentation of extenuating circumstances. In case of appeals of dismissal, students are not allowed to attend classes or school activities until an appointed committee or designated School official renders a decision to reinstate them.

Appeal Procedure

Students presenting appeals for resolution must present them within thirty (30) calendar days of the incident prompting the appeal.

Informal Procedure

The initial step of the student appeal procedure is for the student to first try to obtain resolution or redress through discussions with the person(s) involved. These discussions should be held as soon as possible. If the student feels that a satisfactory solution has not been provided, the student should discuss the matter with his/her faculty advisor. If the matter is still not resolved, the student should proceed to the formal appeal procedure.

Formal Appeal Procedures

Step One

Students who wish to appeal for reasons stated above must present an appeal to the Vice President of Academic Affairs or Vice President of Administration, depending on the nature of the appeal. Students must submit a letter stating the reason for the appeal, the facts surrounding the issue, the solution requested and any supporting documentation. The Vice President will decide

if a meeting with the student is necessary. The Vice President will render a written decision to the student within 30 days of receipt of the appeal letter.

Step Two

If step one does not resolve the problem, the student may within ten (10) calendar days thereafter present an appeal to the President, together with all correspondence from Step 1. The President will then review all material submitted and may appoint a committee to review the appeal. Investigatory meetings with the student, advisor, and others deemed appropriate may be held, as determined by President or the members of the appointed committee. The President or appointed committee can gather relevant data and evaluate the situation. An appointed committee will then make a recommendation to the President. The President or committee will prepare a final recommendation that is communicated in writing to the student. This decision is final.