

General Student Grievance and Appeal Procedure

Adler University has adopted this general student appeal procedure to resolve concerns that students may have about the implementation of Adler University policies and procedures. The primary objective of this student appeal procedure is to ensure that student concerns are dealt with promptly and resolutions are 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, the student must make every reasonable effort 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.

Informal Procedure

The initial step of the student appeal procedure is for the student to try to obtain resolution or redress through discussions with the person(s) involved. These discussions should be held as soon as possible. Students are strongly encouraged to seek support and assistance from their advisor as well as the Office of Student Affairs.

If the student feels that a satisfactory solution has not been provided, the student should further discuss the matter with his/her faculty advisor for assistance on other options. If the matter is still not resolved, the student should proceed to the formal appeal procedure.

Basis for Formal Appeal

A student has the right to appeal issues of academic status, disciplinary action, or dismissal if the student believes:

1. There is procedural error identified that indicates a substantial breach of institutional processes or procedures.
2. There is new information of a substantive nature that was not available at the time the decision was made. New information may require documentation.
3. The initial decision is biased or in violation of stated student rights.

The School reserves the right to temporarily restrict students who have been referred for a comprehensive evaluation process from attending classes, training, or University-sponsored activities, events or programs while under review. This

restriction may apply throughout related appeal processes.

Formal Appeal Procedures

Students who wish to appeal for reasons stated above must present an appeal, in writing, within 10 business days of the initial decision date. The appeal should be directed to the Vice President of Administration and the Vice President of Academic Affairs. Students must submit an appeal clearly stating the grounds for the appeal and any supporting statement or 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 10 business days of receipt of the appeal letter. The University reserves the right to extend the decision date depending on the circumstances in order to conduct a full review. This extension will not exceed 30 business days. The Vice President can, at his/her discretion, convene an appeal review committee to review any appeal. All decisions on appeals are final.

Appeals should be sent to:

Dr. Wendy Paszkiewicz, Vice President of Academic Affairs
Paszk@adler.edu

Ms. Jo Beth Cup, Vice President of Administration
jcup@adler.edu