

POLICY ON COMPLAINTS AND APPEALS PROCEDURES

The student may initiate a complaint or appeal any decision related to a requested accommodation or auxiliary aid to the Academic Dean. Such an appeal must be made in writing to the Dean no later than 10 days following the decision as to a requested accommodation or aid. Any position paper, brief, medical documentation or other written material, which the student desires to be reviewed by the Dean, shall be submitted together with the notice of appeal. The Academic Dean shall investigate and respond to the notice of appeal in writing, stating his or her decision, together with the reasons for either affirming or reversing the previous decision as to accommodation, or, auxiliary aid. A student may, within 10 days of the Dean's written decision on a student's appeal, file a second appeal with the Rector/President.

The decision of the Rector/ President shall be in writing and shall be final and binding upon the student and the college seminary. All records of students' complaints and appeals are stored in the office of the Academic Dean. Unresolved conflict should be referred to SACSCOC or the Commission for Independent Education at:

SACSCOC
1866 Southern Lane
Decatur, GA., 30033-4097

Florida Department of Education
Commission for Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, Florida, 32399-0400