

## Grievance Policy

If a student encounters a situation in which he/she would like to appeal a decision, they may register a complaint or grievance.

1. *Issues relevant to **student conduct** in or out of the classroom.* The office of Student Life handles these grievances as delineated in the Westmont College Student Handbook (hard copy available upon request).
2. *Issues relevant to **academic decision or dispute**.* The Review Committee of the Academic Senate handles academic appeals as delineated in the College's Academic Policies and Procedures, available on the Westmont College website (hard copy available on request).
3. *Issues specific to **admittance or retention** within the Department of Education.* The Education Program Advisory Committee, which includes administrators and faculty from outside the Department of Education, seeks to handle issues of admittance or retention in the Teacher Credential Program.

Any student admitted or who has been refused admission to the Multiple Subject or Single Subject Credential Program, and who:

- does not agree with a decision made by the program: or
- does not agree with a decision made by an individual professor, and has been unable to resolve the decision satisfactorily with that individual must submit a written appeal to the Department of Education Chair.

If an issue is not resolved satisfactorily at this level, the issue may be presented to the Review Committee of the Academic Senate, referred to above, as described in the Westmont College Academic Policies and Procedures.