

# Appeal Process

## *Disciplinary Decisions:*

Should a student choose to submit an application to appeal a decision following ratification of the Lead Team, they must do so in writing to the President within 36 hours of the decision. The application for appeal will be evaluated by the President on one of the following three grounds:

- Bias and/or unfair treatment - i.e. procedural error, improper investigation, discrimination, etc.
- The sanction does not suit the infraction/behavior.
- New information has become available - i.e. new witness, a fact unknown when the original decision was made.

## *Disciplinary Appeals Committee*

The Disciplinary Appeals Committee will be appointed by the President and should be comprised of the following:

- Dean of Students (chair) (Non-voting)
- Student's Program Director
- 1 Faculty
- 1 Staff
- 2 Students appointed by the Student Council

## *Terms of Reference*

The Committee Chair shall convene a meeting of the Disciplinary Appeals Committee within 3 business days of the written appeal.

The Committee Chair shall provide written response to the President that would outline one of the three options:

- The original decision is upheld.
- The original decision is overturned.
- Sanctions can be modified, which may include increasing the sanctions originally levied.

The President shall provide a written response to the student.

All decisions made by appeal are final.

## *Student Due Process:*

It is the desire of Columbia Bible College to deal with all student complaints regarding the College in a fair and equitable manner. The student will not be subject to any form of retaliation as a result of filing a complaint.

If a concern occurs, the College invites the following procedure:

(If the concern is of a very serious nature and is directed at a person mentioned in Step One, the process should be engaged at Step Two. If the complaint is regarding a Senior Administrator mentioned in Step Two, the complaint should be addressed to the President.)

### *Step 1:*

The student should address his/her concern verbally within 10 business days of the incident to the appropriate person as follows:

- Academic Concern – To the Instructor of a course or Registrar, in the case of academic policy (i.e. attendance policy, final examination policy, academic probation, etc.)
- Student Development Concern – To the appropriate personnel (Residence Director – women or men, or Commuter Director – commuters)
- Financial Concern – To the appropriate Financial Officer (Accounts Receivable, Student Accounts or Financial Aid)

### Step 2:

If not resolved satisfactorily, the student should submit a formal written complaint to one of the individuals mentioned below within 20 business days of the incident. (The student and/or advocate may present their complaint to the Senior Administrator.)

- Academic Concern – to the Academic Dean.
- Student Development Concern – to the Dean of Students.
- Financial Concern – to the College Business Administrator.
- If the Senior Administrator mentioned above is absent or named in the complaint, please submit the complaint to the President.

A determination of the complaint will be made by the Senior Administrator (or President) based on:

- An investigation of the complaint.
- An evaluation of the rationale for the complaint.
- A formulation of the college response.

The appeal will be evaluated by the Senior Administrator based on the following grounds:

- Bias and/or unfair treatment - i.e. procedural error, improper investigation, improper application of policy, discrimination, lack of respect for the student, etc.
- Extenuating circumstances – academic work or behavior affected by circumstances beyond student control.
- New information has become available since Step One - i.e. a fact unknown when the original response was made.

The departmental Senior Administrator will make a determination and respond in writing to the student complaint within 20 business days. The written statement of the Senior Administrator is final.

A record of formal complaints and actions taken to resolve the issue shall be maintained by the college.

### Addendum:

Students wishing to make a complaint regarding the violation of one of the Standards of Accreditation may notify Columbia's accreditation agency, The Association of Biblical Higher Education (ABHE)

**By phone:** (407) 207-0808

**Or by mail:**

The Association of Biblical Higher Education

5850 T.G. Lee Blvd., Suite #130

Orlando, FL 32822

If the student is or was enrolled in an approved program of the Private Training Institutions Branch, is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, he or she may file a complaint with the Private Training Institutions Branch ([www.privatetraininginstitutions.gov.bc](http://www.privatetraininginstitutions.gov.bc))