

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: General – Student Administration

BCOM Policy 3105

TOPIC: Grievance Policy

Approval Date: 05/16

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Approved: *Signature on File*

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*Policy reformatted and renumbered for uniformity July 2017

Grievance Policy

BCOM is committed to treating all members of the College community fairly. A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by an individual, which in any way adversely affects the status, rights, or privileges of a member of the BCOM community. Grievances made against an employee of BCOM or other individual(s) not part of the student body will be forwarded to the appropriate supervisor or administrator. The grievance policy ensures that concerns are promptly dealt with and resolutions reached in a fair and just manner. BCOM's grievance procedure enables the BCOM community including administrators, faculty, staff, visitors, or students to bring complaints and problems regarding BCOM students to the attention of BCOM administration. These incidents may include, but not be limited to, cheating, unprofessional behavior, dress code violations, excessive unexcused absences, disruptive behavior, harassment of any type, intimidation, offensive language, etc. BCOM forbids any retaliatory action against complainants who present concerns and complaints in good faith. BCOM policy strongly encourages those who believe they have a grievance against another student to use all appropriate avenues for informal resolution before initiating the formal grievance procedure. Should such a resolution be impossible, the complainant may pursue the following steps if they wish to file a grievance:

All grievances should be reported directly to the Assistant Dean of Student Affairs.

1. An incident report will be completed by the complainant and Assistant Dean of Student Affairs to include:
 - a. the date
 - b. location
 - c. individuals involved
 - d. summary
 - e. efforts to settle the matter informally
 - f. remedy sought
2. Assistant Dean will investigate formal grievance and record any additional findings.
3. Assistant Dean will notify student within three business days of complaint and set a meeting.
 - a. Defer the decision to Student Progress Committee (SPC).
4. Student and Assistant Dean of Student Affairs will sign the form acknowledging the decision.
5. If the student is not satisfied with the decision, the student has the option of having the case heard by the SPC.