

POLICY VIOLATIONS AND GRIEVANCE PROCEDURES

Saint Ambrose College is built on a policy of integrity. All students, faculty members, staff, and administrators are expected to possess a high standard of conduct. Grievance procedures should be followed when there is a non-resolvable disagreement between at least two parties concerning matters of grades, harassment, academic dishonesty, or discrimination.

Penalties for Policy Violations

Reprimand

A reprimand is a written warning to a student for a violation of policy. The warning shall include notice that further violations of the same or other regulations will result in a more severe disciplinary sanction.

Apology

A required formal apology, given either verbally or in writing (as designated by the sanction), whether private or public, is directed towards an individual, outside agency, or the college. Evidence of the offering of the apology may be required.

Restitution

In the event of damage, destruction, or theft, a student may be required to make a full and complete reimbursement to the college or others. Failure to arrange to pay may result in the student being prohibited from registering for another term.

Required Assessment and/or Counseling

A student may be referred to counseling for any violation of policy at the discretion of the college. Failure to comply with counseling requirements may result in a dismissal from the college.

Final Notice

This sanction is administered to serve as a notice to the student that his or her behavior was unacceptable and inconsistent with the standards of behavior more than once. The warning will include notice that future policy violations could result additional sanctions.

Disciplinary Probation

May require the student to comply with certain conditions in order to remain in the program of study. Probation will be for a specified period of time.

Disciplinary Suspension

Suspension consists of a written notification of the termination of student status and exclusion from further enrollment for a period of not less than one month and no more than two years. Notification of suspension may be sent to the student's parents if the student is under 21, subject to regulations governing a student's right to privacy. Notification may appear in the student's official transcript. The sanction may be administered only by the Dean of Academic Affairs or Provost.

Expulsion

Expulsion includes a written notification of the permanent termination of matriculated student status, with no possibility of reenrollment at Saint Ambrose College. Notification will appear in the student's transcript. Notification of expulsion may be sent to the student's parents if the student is under 21, subject to regulations governing a student's right to privacy. The sanction may be administered only by the Dean of Academic Affairs or Provost.

Appealing a Disciplinary Decision

Students are entitled to appeal judicial decisions made at every level, except when made by the Dean of Academic Affairs or Provost, under certain circumstances. Appeals must be based on at least one of the following:

1. The severity of the decision
2. A fair hearing was not allowed
3. Insufficient evidence
4. Discovery of new evidence following the rendering of a decision

All appeals must clearly identify which of the reasons is being used as a basis for the appeal.

Time Limits for Filing Appeals

Appeals of all disciplinary decisions must be made in writing to the individual or board responsible for hearing the appeals within five (5) business days of the time the initial judicial decision.

Sexual Harassment Policy

Saint Ambrose College strictly forbids any manner or form of sexual harassment whether it is meant in earnest or jest. Students believing they have been subjected to any form of sexual harassment will report it immediately to their advisor or directly to the Dean of Academic Affairs. All reports will be fully investigated and a written report generated within fifteen (15) days of the initial complaint.

Maintenance of Documentation for Harassment/Discrimination Procedures

1. All documentation resulting from the complaint will be sent to the Dean of Academic Affairs. These records will not be considered as a part of the record of the student.
2. Every effort will be made to protect the confidentiality of the parties during the processing of complaints under this procedure.
3. Retaliation against a person who has filed a complaint is strictly prohibited.

External Filing of Discrimination/Harassment Complaint

Saint Ambrose College encourages students to use the Internal Complaint Procedure for resolution of discrimination or harassment concerns. However, every student, faculty member or employee has the right to file civil rights complaints with appropriate external agencies. The following agency accepts discrimination charges filed by students.

In the United States

U.S. Department of Education

Office of Civil Rights

<http://www.ed.gov/about/offices/list/ocr/index.html>

In Other Countries

With the appropriate governmental agency handling such complaints. Information may be obtained by contacting the Office of the Dean of Academic Affairs.