



## Student Responsibilities, Policies, and Procedures

### Student Grievance Procedures (excerpt from Northwestern College Catalog)

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Student grievances may involve academic matters, administrative matters, discrimination, or sexual or other harassment. Initial attempts for informal resolution will be encouraged. Formal complaints are those which are submitted in writing by the complainant within 30 days of the incident. Grievance appeals should be submitted in writing at each level of authority within seven days.

As an institution accredited by the Higher Learning Commission, the College is required to document certain student complaints and their disposition. The complaints that are documented are those that are submitted in writing (email, letter, or fax), signed by a student, and submitted to a College employee with the responsibility to handle the complaint (President, Campus Director, Vice President of Student Affairs, Vice President of Academic Success, Vice President of Accreditation and Compliance, Complaints are not grade protests, inquiries, or appeals regarding discipline issues or academic standards decisions.

#### Grade Appeals

In the event a student disagrees or questions a final grade, the student should first consult with his/her instructor. If the student continues to question the grade after meeting with the instructor, the student would proceed with a grade appeal, which must be made within 45 days from the end of the quarter in which the grade was earned. To appeal a grade, a student must have evidence that one of the following took place:

1. The instructor did not follow the stated grading policy.
2. The grade was based upon prejudice or bias.
3. There was a computational error.
4. The grade assigned was inconsistent with the standards applied to other students.

The grade appeal review is processed through the levels of (in order) program director, Academic Standards Committee, and the chief academic officer. There is no further appeal authority.

#### Student Registration Appeal

The College recognizes that a student may have unforeseen and unique circumstances that prevents him/her from completing the quarter. In the event such circumstances occur, to appeal registration for that quarter, students must contact Student Services and provide documentation of the circumstances. Forms are available on the NC Student Hub under Student Services as well as in Student Services. .

#### Discrimination, Harassment, Sex or Gender-Based Misconduct

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination based on gender, which includes sexual harassment and sexual assault. Title IX also prohibits retaliation against people for making or participating in complaints of sex discrimination.



NC is committed to providing an environment that is free from all forms of conduct that can be considered discriminatory, harassing, coercive, disruptive, or an incident of sexual misconduct. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sex or gender-based misconduct includes sexual harassment, sexual assault, rape, domestic violence, dating violence, stalking, sexual exploitation and gender-based harassment. The following is a partial list of sexual harassment examples:

- unwanted sexual advances
- offering employment or other benefits in exchange for sexual favors
- making or threatening reprisals after a negative response to sexual advances
- visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects, pictures, cartoons, or posters
- verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- verbal sexual advances or propositions
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- physical conduct that includes touching, assaulting, or impeding or blocking movements
- displays of inappropriate material (e.g., posters, screensavers, emails, calendars)

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of continuation of educational services.
2. Submission or rejection of the conduct is used as a basis for making grading decisions.
3. The conduct has the purpose or effect of interfering with school performance or creating an intimidating, hostile, or offensive school environment.

Other prohibited harassment includes verbal or physical conduct that denigrates or shows hostility toward a student because of his or her race, religion, national origin, gender, age, disability, or sexual orientation that:

1. Has the purpose or effect of creating an abusive or hostile environment.
2. Has the purpose or effect of unreasonably interfering with a student's school performance.
3. Otherwise adversely affects a student's educational opportunities.

All allegations of discrimination, harassment, and/or sex and gender-based misconduct will be quickly and discreetly investigated by the College's Title IX Coordinator. To the extent possible, confidentiality of the complainant, respondent and any witnesses will be protected against unnecessary disclosure. When the investigation is completed, involved individuals will be informed of the outcome of the investigation in accordance with applicable law.



Any employee at the College who becomes aware of possible discrimination, harassment, or sexual misconduct must immediately notify the Director of Human Resources (Title IX Coordinator) so it can be investigated in a timely and confidential manner. Anyone engaging in any prohibited or unlawful conduct will be subject to disciplinary action, up to and including expulsion or termination of employment.

### Complaint Procedures

To support the College's policy against discrimination, harassment or sexual misconduct of any kind, the College has developed a complaint procedure for students to follow if they believe the policy has been violated.

1. If an individual feels comfortable doing so, talk to the person who is harassing. Tell the person that his/ her conduct is offensive and must stop.
2. If an individual does not feel comfortable talking to the person whose conduct is offensive or if the individual has discussed the matter and the offender refuses to stop, the student should report the incident to a faculty or staff member at NC. Incident complaint forms can be obtained through Student Services or online through the NC Student Hub or NC's public website.
3. All complaints will be referred to the director of human resources (Title IX Coordinator) for an immediate, thorough, and objective investigation. It is important to understand that once the College is made aware of the complaint, it has a legal obligation to investigate. The investigation will be conducted with as much confidentiality as possible. However, since several individuals may need to be involved in the investigation and resolution process, absolute confidentiality cannot be guaranteed.
4. A decision regarding the complaint will be made as soon as possible. If the investigator decides that harassment occurred, the College will take corrective action. The person responsible for the harassment will be subject to the appropriate disciplinary action, up to and including expulsion or termination. Appropriate action will also be taken to avoid any future harassment or retaliation.
5. Any notifications of resolution will be made in accordance with applicable law.

Students are encouraged to report incidents of discrimination or harassment immediately so that complaints can be quickly and fairly resolved. The College will not take any retaliatory action against a student who makes a complaint and will not knowingly permit retaliation by others.

### False Charges

If the College determines that a complaint was made by a student with the knowledge that the facts were false, the investigator may recommend appropriate disciplinary action up to and including expulsion.