JCBS GRIEVANCE PROCEDURE

For student grievances other than grades, students are encouraged to address the problem at the point closest to the issue. In Jefferson College of Biomedical Sciences, the student is encouraged to attempt to resolve the dispute directly with the faculty or staff member. If dissatisfied with the outcome, the student may meet with the appropriate Program Director, then the appropriate Associate Dean, who will attempt to mediate the situation. If the student is still dissatisfied with the outcome, he/she may meet with the College Dean. The Dean is the final authority in hearing student grievances. All parties are encouraged to address the issue promptly in writing (within three [(3] class days whenever possible) so that resolution of the grievance should require no more than three weeks.