

STUDENT GRIEVANCE PROCEDURE

The purpose of this procedure is to assist with the process of determining equitable solutions to a claim of the aggrieved party.

Any student(s) having a grievance against the Central Pennsylvania Institute of Science and Technology or its employees, should follow the procedures listed:

Step I:

Arrange to speak with the coordinator of the program, if in place, to resolve the problem within five (5) calendar days of the occurrence of the alleged misinterpretation, violation, or misapplication of program policies and/or procedures. If the program does not have a coordinator, the aggrieved party should proceed to Step II.

Step II:

If the action in Step I fails to resolve the grievance to the satisfaction of the aggrieved party, the grievance shall be referred in writing to the Vice President, Post-Secondary Education within five (5) days after the occurrence of the alleged violation. The Vice President of Post-Secondary Education shall reply, in writing, to the aggrieved party within five (5) days after the notification of the grievance.

Step III:

If the action in Step II fails to resolve the grievance to the satisfaction of the aggrieved party, the grievance shall be referred in writing to the President of CPI within five (5) days after the decision of the Vice President of Post-Secondary Education. The President shall reply in writing to the aggrieved party within five (5) days after the notification of the grievance.

Step IV:

If the action in Step III fails to resolve the grievance to the satisfaction of the aggrieved party, the grievance shall be referred in writing, to CPI's Joint Operating Committee at the next regularly scheduled meeting. The Committee will meet to discuss the matter with the aggrieved party and shall notify the aggrieved party, in writing, of the final decision regarding the grievance within five (5) days of the meeting.

Note: CPI is licensed by the State Board of Private Licensed Schools and the Accrediting Commission of Career Schools & Colleges (ACCSC). Any grievances that are not resolved at the institutional level may be forwarded to the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg, PA 17126 and/or the Accrediting Commission of Career Schools & Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA, 22201.

During the Grievance Procedure, the student should continue to participate and abide by the program and course requirements, as permitted by the Vice President of Post-Secondary Education, until a final decision has been made.