

## Grievance Procedures

As a nurturing group of educators, Richmont maintains that all people should be treated with dignity and strives to treat everyone with respect. In those cases when the student thinks that this standard has been breached, the following procedure will apply.

### Student Grievance with a Richmont Faculty or Staff Member

If a student has a grievance with a staff or faculty member regarding any non-academic matter, the following procedure must be followed:

1. The student should first talk to that staff or faculty member in accordance with Scripture and out of respect for the staff member.
2. ***If this discussion does not result in a satisfactory conclusion, the student should then present his/her written concern to the Dean of Students. This concern should be presented in written form and should be dated within 30 days of the incident of the complaint.***

***Dean of Students***

***Richmont Graduate University***

***1900 The Exchange S.E., Building 100 Atlanta, GA 30339***

If it is found that a faculty or staff member's behavior is not consistent with the Community Standards of Richmont, penalties as delineated in the Faculty/Staff handbook will be imposed. The specific penalty imposed will be determined by the nature and severity of the violation and will take into account any past disciplinary record. The right of appeal is outlined in the Faculty Handbook. Every reasonable effort is made to protect the privacy of all parties.

The Student Grievance Committee (Dean of Students, Associate Dean of Students, and the Academic Dean) will meet to discuss the student's complaint and may request an interview with the student to gain greater clarity. After the committee makes a determination, the President will respond in writing to the student and the other parties involved, if any.

If the complaint is not settled at the institutional level, a student at the Atlanta campus may contact:

Georgia Nonpublic Postsecondary Education Commission 2082 East Exchange Place, Suite 220  
Tucker, GA 30084-5305  
770-414-3300

Regarding complaint not settled at the institutional level, a student at the Chattanooga campus may contact:

Tennessee Higher Education Commission 404 James Robertson Parkway  
Suite 1900, Parkway Towers  
Nashville, TN 32743-0830  
615-741-5293