

GRIEVANCE POLICY

An enrolled student has the privilege of exercising his/ her right without fear of prejudice if the student thinks his/her right(s) have been violated.

Standards are established in the best interest of the student. The school reserves the right to take disciplinary action compatible with its own best interest when all channels of the grievance policy have been utilized.

In the event a student has an infraction of school rule and regulations the first step will be referral to the director and at least (1) one instructor for a meeting. A thorough investigation will be conducted by the director and instructor. If enough evidence is not found the director shall drop the charges.

The student will be notified within one calendar week in writing as to the decision of the director and the instructor. The director can dismiss the charges, impose administrative discipline, or place student on probation for one month.

If the student desires to appeal the director's decision an appeal committee will be established.

Five (5) students will be chosen at random within the school. A hearing including the student, director, instructor and committee will meet within (10) ten school days. The student must then comply with the committees' decision to uphold or overturn the appeal. The student will receive written documentation of the committees vote within (1) one calendar week. This decision shall be final and binding to all parties.

If a grievance is not settled after a student follows the above procedures, the student may pursue the grievance with the Council on Occupational Education 41 Perimeter Center East, NE Suite 640 Atlanta, GA 30346. Tel-770.396.3898. Student(s) should be aware there are time frames involved when filing a grievance with COE and should contact them as soon as possible. You must include a valid name and address.

Georgia Professional Licensing Boards

<http://sos.ga.gov/plb/submitcomplaint.php>