

PROCEDURE

Number: 9.3.7.3
Related Policy: 9.3.7
Title: Student Grievance Process for Concerns
Related to Faculty English Fluency
Responsibility: Vice President for Student Affairs

Original Approval Date: 11-22-1995
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Last Revision: 11-29-2017

President

The purpose of the Student Grievance Process for Concerns Related to Faculty English Fluency is designed to provide a system to address student complaints regarding the proficiency of their faculty member(s) in both the written and spoken English language.

A. First Step

The student must file a written grievance with the Vice President for Student Affairs. The Vice President for Student Affairs shall make a grievance form available to the student. The Dean will explain this grievance process to the student.

B. Second Step

The completed grievance process must be returned to the Vice President for Student Affairs who shall give written acknowledgment of receipt of the grievance form to the student. This acknowledgment shall be given immediately or no later than two (2) working days after receipt of the grievance form from the student. The Vice President for Student Affairs will then refer the grievance to the Vice President for Academic Affairs who will convene the English Fluency Evaluation Committee for a proficiency evaluation using the procedures and methods described in Horry Georgetown Technical College Procedure 3.1.14.1 - English Fluency Requirements for Faculty Employment. The Committee will be provided with the written grievance form provided by the student.

Within thirty (30) days of the filing of the grievance, the Committee will examine the faculty member for English fluency and will provide the Vice President for Student Affairs with a written report of their determination.

C. Third Step

The Vice President for Student Affairs will provide the report of the Committee to the student within five (5) working days of receipt of the report from the Committee.

D. Fourth Step

The student may appeal the Committee's decision to the President of the college within ten (10) working days of receipt of the Committee report from the Vice President for Student Affairs.

The President shall review the Committee's findings, conduct whatever additional inquiries that are deemed necessary and will render a decision within ten (10) working days of receipt of the appeal. The decision of the President is final.