



GRIEVANCE RESOLUTION

WEST COAST BIBLE COLLEGE & SEMINARY

WCBCS GRIEVANCE RESOLUTION POLICY

Reviewed September 2020

It is the aim of WCBCS to resolve all complaints, including but not limited to, grade disputes, alleged sexual harassment or any other form of complaints in a manner that is fair and just for all persons involved. For this end, it has been established the Grievance Committee, composed of representatives from faculty and administration.

The VP of Student Services serves as the chair of the Grievance Committee. All complaints against a faculty member or staff of WCBCS, WCBCS students, or disciplinary action taken against the student must be submitted via Student Forms on Wufoo. When preparing a formal appeal to the Grievance Committee, following information should be documented and submitted to the chair of the committee. (a) Nature of the Complaint or dispute; (b) Date the alleged dispute or problem occurred; (c) Names of the individuals involved; and (d) Copies of all relevant documents. The President's office for purpose of this procedure assumes a neutral role and is available to discuss the problem with the employee or student.

All grievances will be dealt with from a Matthew 18 perspective. A link to submit a grievance can be found on the ACADEMICS page of the website.

How to submit a student complaint: After exhausting the institution's grievance/complaint process, current, former, and prospective students may initiate a complaint with the Texas Higher Education Board by submitting the required forms along with evidence of their completion of their institution's complaint procedures. Complaints may be submitted using one of the following three options:

Completing the online student complaint form and uploading the required supporting documentation in Portable Document Format (PDF) To access the online student complaint form, use the "Contact Us" link to submit an email with "Student Complaint Against a Higher Education Institution" selected as the Contact Reason. After submitting your email, wait a few moments for the online student complaint form to be automatically presented for your use.

Sending the required Student Complaint and Release Forms and supporting documentation as PDF attachments by email to studentcomplaints@theeb.state.tx.us OR send via mail.



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Mailing printed forms and documentation to:

Texas Higher Education Coordinating Board
Office of General Counsel
P.O. Box 12788
Austin, TX 78711-2788

To file a complaint with the Distance Education Accrediting Commission regarding West Coast Bible College & Seminary, please [click here](#).

Administration Approval

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