Pennsylvania Institute of Technology

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Student Grievance Policy and Procedures

A grievance is a complaint that a specific decision or action affecting the student's academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. This policy does not limit the College's right to change rules, policies or practices. The Pennsylvania Institute of Technology complies with all applicable federal, state, and local laws relating to discrimination based on race, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, sex, age, veteran's status or marital status.

Grievance Process

The student must complete a Grievance Form and must provide strong, documented evidence and submit the completed Grievance Form to the Director of Student Affairs' office. The student must submit the Grievance Form no later than ten (10) business days from the time of incident.

The chief responsibility for the resolution of academic-oriented grievances rests with the Academic Affairs. Grievances of an academic nature are forwarded to Academic Affairs who will initiate the College's investigation and response to the student's grievance.

The chief responsibility for the resolution of non-academic oriented grievances rests with the Director of Student Affairs. Grievances of a non-academic nature will remain under the purview of the Director of Student Affairs. The appropriate Director will provide a written response of the outcome within fourteen (14) business days.

Grievance Procedure

A. The student must first go to the offending person within two (2) school days. A conference between the student and the offending person will be held to resolve the matter informally. If the matter cannot be resolved, the student may file a formal grievance.
   - The exception to this requirement is sexual harassment complaints, which may be taken directly to the Vice President of Student Engagement and Chief of Staff.

B. Formal Student Grievances must be submitted in writing to the Director of Student Affairs' office using the Student Grievance Form.
   - Complainants may provide statements from witnesses as part of their information and evidence.
   - The Grievance Form may be obtained through the Pennsylvania Institute of Technology Policy Portal (see below for access instructions).

C. Academic grievances will be forwarded immediately to Academic Affairs.

D. All complaints will be promptly and thoroughly investigated and resolved.

E. The appropriate department head will review and weigh the evidence to determine if a violation has occurred.

F. If it is deemed that no violation has occurred, the case is dismissed and all parties are informed.

G. If it is determined that a violation has occurred, the appropriate Director shall meet with the offending person and provide an opportunity for that person to defend himself/herself against the charge(s).
   - If necessary, the appropriate department head shall meet with both the grievant student and the offending person to review and discuss the incident.

H. If the offending person admits his/her responsibility, the appropriate department head determines the course of action.

I. Initial appeals to all rulings may be made within fourteen (14) days of the disciplinary hearing date to the appropriate department head.
   - All appeals must be in writing.
   - Further appeal may be made within fourteen (14) days after the disciplinary hearing to the College President whose decision is final.