

Student Grievance Policy

Students are encouraged to resolve academic or non-academic grievances that arise quickly and privately by discussing them with the person(s) involved as brothers and sisters in Christ and mutually agreeing to a resolution. If a situation develops about which a student has a grievance that remains unresolved and is not addressed by other seminary policies or procedures, then the student may follow the process outlined below.

Academic Grievances

If a grievance arises related to academic matters that has not been resolved by the student speaking with the person(s) involved, the student is to meet with the Academic Dean to seek his assistance in resolving this grievance. If the assistance of the Academic Dean is not able to resolve the academic grievance to the satisfaction of the student, the student may request that the Academic Dean appoint a committee of two faculty members and the Registrar to address the situation and to submit a written report that includes a recommendation of how the grievance should be resolved. The Academic Dean, in cooperation with the person(s) involved, will seek to enact this recommendation. If this process does not resolve the grievance to the satisfaction of the student, an appeal may be made to the President. He will review the action already taken to determine if it was sufficient or if further action should be taken for resolution. If the academic grievance is disputing the final grade received for a course, the student may request an appeal of the grade received by following the Disputed Course Grade Appeal Process.

Non-Academic Grievances

If a grievance arises related to non-academic matters that has not been resolved by the student speaking with the person(s) involved, the student is to meet with the Dean of Students to seek his assistance in resolving this grievance. If the assistance of the Dean of Students is not able to resolve the non-academic grievance to the satisfaction of the student, the student may request that the Dean of Students appoint a committee of two faculty members and a deaconess from the seminary staff to address the situation and to submit a written report that includes a recommendation of how the grievance should be resolved. The Dean of Students, in cooperation with the person(s) involved, will seek to enact this recommendation. If this process does not resolve the grievance to the satisfaction of the student, an appeal may be made to the president. He will review the action already taken to determine if it was sufficient or if further action should be taken for resolution.

Adopted by the CTSFW Faculty on 18 March 2019.

Once the Seminary's internal processes have been exhausted, students may, if they wish, file a complaint with the Indiana Commission for Higher Education.

Student Complaint Information - Indiana SARA Portal Agency

Tel: 317.464.4400