



Formal Complaints (Grievance)

PURPOSE: To provide community members with a formal process for resolving complaints.

MONITOR: CEO

AUTHORIZATION: CEO

AUTHORIZATION DATE: October 2019

REVIEWED BY: CEO, Academic Dean, Director of Student Affairs

REVISION DATE(S): October 2019; clarified division of responsibility for reporting grievances, May 2021; added state of Georgia Grievance procedure

EFFECTIVE DATE: October 2019

NEXT REVIEW DATE: October 2022

POLICY APPLIES TO: All community members, including guests

INTRODUCTION

The University encourages open and honest communication between members of the community. Most conflicts and differences of opinion between members of the University community can be resolved by the individuals directly confronting issues and jointly exploring alternatives. VUIM encourages all community members to informally resolve differences when possible. Resources may be available to staff and students. If you would like to better understand the resources that may be available, students should contact Byung Kim at bkim@vuim.edu and staff/faculty should contact John Yoo at jyoo@vuim.edu. In the event that the complaint falls

under Title IX (Sexual misconduct, harassment or discrimination), it should be reported to the institutional Title IX Coordinator, Chad Egresi at cegresi@vuim.edu.

In cases where conflicts cannot be mutually resolved, the University has established formal complaint procedures, also referred to as “grievance procedures”.

POLICY

It is the policy of VUIM to provide fair and orderly procedures to resolve student grievances. Nothing in this policy prevents a student from discussing a complaint informally with any appropriate college official. This policy intends to provide all community members with a formal avenue for addressing complaints.

The University will maintain records of all submitted formal complaints in the context of the records retention policy.

PROCESS

Students:

Students who would like to submit a formal complaint should contact the Director of Student Affairs to initiate the process. Complaints should be submitted within fourteen (14) business days.

1. The student will complete a short form documenting the complaint
2. The complaint will be reviewed and investigated by the Director of Student Affairs
3. Under most circumstances, a resolution will be provided within 10 business days

Academic complaints regarding grades,

Staff/Faculty:

Staff who would like to submit a formal complaint should contact Human Resources to initiate the process. Complaints should be submitted within fourteen (14) business days.

1. The staff/faculty member will complete a short form documenting the complaint
2. The complaint will be reviewed and investigated by Human Resources
3. Under most circumstances, a resolution will be provided within 10 business days

Sanctions associated with the resolution of a formal complaint are in-line with those stated within the code of conduct policy.

Protection from Retaliation:

Federal and state laws, as well as University policies, provide members of the University community with protection from retaliation, and underscore that retaliatory conduct may have serious consequences, including disciplinary sanctions.

Retaliation against a person who, in good faith, files a complaint or participates in the reporting, investigation, or adjudication process pertaining to a complaint is a particularly serious offense. Retaliation may include, but is not limited to, threats to personal safety or security and harassment. Complaints of retaliation should be reported as possible violations of University policies.

A complaint of retaliation does not constitute proof of prohibited conduct. Therefore, such a complaint shall not be considered during evaluation or review until a determination has been made that there has been a violation of University policy.

Should the reporting student, or any other affected party remain displeased with the outcome of the matter, an appeal may always be made to the appropriate individual state and/or accreditation authority listed below:

State Council of Higher Education for Virginia (SCHEV)

James Monroe Building, 10th Floor

101 North Fourteenth Street

Richmond, Virginia 23219

Tel: (804) 225-2600; Fax: (804) 225-2604; Website: www.schev.edu

US Department of Veterans Affairs

“The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved as the school, the beneficiary should contact our office via email – saa@dvs.virginia.gov

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)

8941 Aztec Drive

Eden Prairie, Minnesota 55347

Tel: (952) 212-2434; Fax: 952/657-7068; Website: www.acaom.org

Georgia Nonpublic Postsecondary Education Commission (GNPEC)

In the event a student is not able to satisfactorily resolve issues with the university using VUIM's complaint and appeals channels, and the student wishes to file a complaint, the Georgia Office of

Inspector General is designated as the state agency responsible for receiving such complaints.

Students may contact:

Georgia Nonpublic Postsecondary Education Commission

2082 East Exchange Place

Suite 220

TUCKER, GA 30084

Phone: (770) 414-3300

Fax: (770) 414-3309