

STUDENT GRIEVANCE PROCEDURE

Any student who has a grievance with the school or an instructor should.

1. First discuss the problem with the instructor or school director.
2. If a resolution is not reached, the student should make a written complaint and submit it to the school president asking for a written response.
3. If a satisfactory resolution of the problem is not obtained, the student may contact State Council of Higher Education for Virginia (SCHEV).

James Monroe Building, 9th Floor

101 North 14th Street

Richmond, VA 23219

Phone: (804) 371-2285

Fax: (804) 225-2604

Student Name:

Student Signature:

Date: