

## NECB Student Grievance Policy

- A student who has a grievance must submit their grievance in writing to the appropriate faculty or staff member with whom the complaint lies.
- If a viable solution is not reached between the student and faculty or staff member, the student may seek the aid of the Program Chair, the Dean of Undergraduate Studies or the Provost.
- The student has ten days from the time the complaint was originally made to the faculty or staff member to file a written complaint with the Provost, if prior communication of the complaint has not been resolved to the student's satisfaction.
- A special meeting of an ad hoc student grievance committee may be called. The group will reach a consensus after the grievance has been heard. The decision rendered by the committee will be final.

If the complaint has not been resolved to the satisfaction of the student, and the student is a Maryland resident, the student may contact the Office of the Attorney General of the Maryland Higher Education Commission.

Any student who is terminated from his or her program of study at NECB for violating this Student Code of Conduct may petition the Dean of Undergraduate Studies at the undergraduate level or the Provost at the graduate level for readmission into a program of study after waiting one full year from the Term in which official disciplinary action was taken. The petition must be in the form of a formal letter and not in the form of an e-mail. The determination of whether to readmit the student will be based on the student's written petition and will be made by New England College of Business and Finance. The decision will be final and binding on the student.