

Formal Grievance Form

MIDWESTERN BAPTIST THEOLOGICAL SEMINARY
MIDWESTERN BAPTIST COLLEGE, SBC
KANSAS CITY, MISSOURI

Student Name

Student's MBTS Email

Contact Phone Number

Instructions

This [*Formal Grievance Form*](#) is designed to assist the student in resolving a grievance, dispute, or conflict. However, it is designed to be the third step in a biblically-based process for resolving grievances, not the first.

Step One: As outlined in the section entitled *Grievance Process* in Midwestern's *Student Handbook*, the student is first to seek to resolve the matter in a specific conference with the faculty member, staff person, or fellow student involved. Careful and thorough attention must be given to achieving a mutual understanding of the perceived problem by determining and agreeing on relevant facts, clarifying perceptions and misunderstandings, and seeking to define the problem in a way that is acceptable to both parties (Matthew 18:15-20). This is Step One.

Step Two: If a student, after a good faith effort to resolve a matter, feels that the problem persists to his injury or disadvantage, the student may appeal to the Vice President for Student Development (VP/SD). The VP/SD will meet with the student to hear the grievance and take steps to resolve the problem. This is Step Two. The contents of this meeting shall remain confidential, up to the point at which legal or protective action is mandated by law.

Step Three: Should the student feel the issue remains unresolved, the student may submit an official grievance to the Student Development Committee for review. This is Step Three. (If the student's grievance is with the VP/SD; i.e., if it relates specifically to some decision or action by the VP/SD, then the student may submit an official grievance directly to the Student Development Committee.)

This form is the [*Formal Grievance Form*](#) to be used in Step Three. It is to be completed and returned to the VP/SD within two business days of the unsuccessful attempt to resolve the problem (Step Two). The VP/SD will make a copy for the student's file and forward the grievance form to the chairperson of the Student Development Committee within two business days of receiving it from the student. The VP/SD will also submit to the committee chair his response to the student's formal grievance. The Student Development Committee serves as an objective interpreter of policy processing, and as a monitor of policy integrity in relation to specific student grievances.

The Student Development Committee:

1. Will review the filed grievance form submitted by the student. If the grievance is directed against any member of the Committee, then that member will be recused and replaced temporarily by another faculty member assigned by the President.
2. Will review the filed grievance response submitted by the VP/SD.
3. May make a face-to-face inquiry with the student.
4. May make a face-to-face inquiry with the VP/SD.
5. May make a face-to-face inquiry with any other party that can assist in determining a solution to the grievance.
6. Will provide one of the following responses:
 - a. The Committee may find that the decision of the VP/SD accurately reflects the institution's guiding documents and core values, and thus will direct that his decision be upheld.

- b. The Committee may find that the decision of the VP/SD does not in some way accurately reflect the institution’s guiding documents and core values, and thus will direct that his decision should be amended, stating specifically how it should be amended; and if any additional actions are deemed necessary by the Committee in order to bring resolution in the matter, they may so direct. In this second case (6.b), all Committee decisions shall be reviewed by the President prior to announcement and final implementation.

Final Appeal: If the student believes the Student Development Committee has violated the Student Handbook or due process, the student may file a [Student Development Committee Grievance Form](#) with Midwestern’s President. This form is available online at [\[insert web link to document which must be loaded online\]](#). This form is to be completed and submitted to the VP/SD, who will forward it along with all relevant documents to the President’s Office within two business days of receipt from the student. The decision of the president shall be final.

Please fill out the following and return the completed form to the Vice President for Student Development within two business days of the unsuccessful attempt to resolve the problem. Before submitting the form, take time to review documents that address the situation – syllabi, policies, procedures, etc. Also, make sure you have attempted to resolve the conflict in keeping with Christ’s instructions in Matthew 18:15-20.

1. Describe the nature of your grievance. Include appropriate dates and details:

2. Describe what attempts you have made to resolve this issue:

3. What is the solution you expect from this grievance?
