



Polk State College Student Bill of Rights

All students at Polk State College have the right to:

1. Adherence to the college's requirements and policies based on the catalog in effect at the time the student first entered the College, provided the student maintains continuous enrollment.
2. Student record access and the protection afforded them under FERPA, which is outlined in the *College Catalog*.
3. Know how the College uses their Social Security numbers, which is outlined in the *College Catalog*.

Should any guarantee be denied or students feel their rights are violated in the administration of policy, procedure, or academics, students have the right of appeal. As outlined in Polk State College Rule 4.26, *Student Appeal/Complaint Policy*, the following is Polk State College's appeal processes:

1. a. Matters regarding grading issues and classroom policies and procedures may be appealed to the instructor or the administrator who is the instructor's immediate academic supervisor (Procedure 1018).
- b. Matters of interpretation of academic rules may be appealed to the Petitions Committee (Procedure 5023).
- c. Matters regarding student services for students with disabilities may be appealed with the assistance of the designated counselor for students with disabilities. (The avenues of appeal are specified in Board Rule 4.23 and College Procedure 5008.)
- d. Matters regarding financial aid and scholarships may be appealed to the Student Services/Financial Aid Committee.
- e. Matters regarding conduct of other students may be appealed to the campus Dean of Student Services, or designate, who will assist with the provisions and procedures in the *Student Conduct, Discipline, and Due Process Rule* (4.01).
- f. Matters of discrimination, discriminatory policies, or discriminatory actions (other than matters of discipline or student employment) may be appealed to the college Equity Committee. Claims of employment discrimination may be appealed using Procedure 6054, *Equity Complaint*.
- g. Matters of complaint against an employee may be appealed to the employee's supervisor. If the complaint is not resolved at this level, the next step in the formal process is listed below in item 2.
- h. Matters involving sexual harassment may be appealed using Procedure

6076, *Sexual Harassment*.

i. Matters regarding the denial of the in-state residency rate for tuition and fees may be appealed to the Residency Committee as noted in Procedure 1025, *Admission Procedure*.

2. All other matters should be processed as listed below:

a. Matters of complaint against an employee. The first step is informal appeal to the employee's supervisor.

b. Matters of complaint against an institutional policy or practice. The first step is informal appeal to the administrator responsible.

c. If the appeal or complaint is not resolved, a formal appeal/complaint process must be followed:

(1) A written statement of the complaint must be submitted to the President's staff member responsible for the organizational unit in which the complaint originated.

(2) The President's staff member is responsible for investigating and resolving the complaint in a reasonable amount of time. The President's staff member's decision is final. A written decision statement will be issued to the parties involved.

(3) If the complaint is against the President's staff member responsible for the organizational unit, the President will assign an appropriate person to review the complaint.

Copies of Polk State College Rules and Procedures referenced above are available on the college's website <http://www.polk.edu/businessandcommunity/rulesproc/Pages/default.aspx> or upon request in Student Services on the college's campuses and centers.