

# SEMINARY OF CHRIST THE KING

## CONFLICT RESOLUTION POLICY

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SEMINARY OF CHRIST THE KING • PO BOX 3310 • MISSION, BC • V2V 4J5 • PHONE: 604-826-8715 • FAX: 604-826-8725

### Conflict Resolution Policy:

#### **A: Financial-**

1. Before the conflict resolution process begins, the Rector and the student will review the Student Enrollment Agreement.
2. If a student is in conflict with his financial accounts (amounts owing or refund issues), he must first approach the Rector of the seminary who will discuss the issue with him.
3. The Rector usually decides in favour of the student unless there is proven negligence on the part of the student with regard to his finances (i.e. payment amount or timely payment)
4. If the student is not found to be negligent, and if it was ever a case of refunding the *entire* tuition of the student, apart from the non-refundable fees, the seminary would do so on reasonable grounds. This decision would be taken by the Rector, after consulting the Treasurer.

#### **B: Academic –**

1. In the case of students disagreeing with their academic assessment, their first step towards resolution is to take their conflict to the professor responsible for the course under disagreement.
2. Should there be no resolution with the professor, the student may discuss the problem with the Rector of the seminary or the Director (Dean) of Studies.
3. Should neither of these options resolve the issue the professor, the rector and the Director (Dean) of Studies, along with the student, could review the student's work and if applicable may give him another attempt to finish some of the essential components of the course under question.
4. The final assessment will be given by the professor.
5. If it cannot be resolved at that level, the issue is taken to the Chancellor, who in consultation with those involved, has the final decision in the resolution.

#### **C: Interpersonal disputes –**

##### **Student/student**

1. When students find themselves in interpersonal conflicts they are expected to resolve them in a Christian manner. This means, that the first step is to meet personally with the other student and discuss differences and disagreements in order to come to a resolution.

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2. They could speak individually with their student advisor who would help them to mediate a resolution. With advice the student goes back to the other student.
3. If the student advisor is unable to resolve this problem, the next step would be to speak with the Rector or Vice-Rector.
4. In very rare cases the Rector convokes the meeting of the College Disciplinary Committee and consults them.
5. If the problem exceeds the Rector's competence, then the Chancellor is consulted.
6. If the problem is more serious than the Seminary's capacity to resolve, then it would go to the Archbishop for review.

### **Student/faculty**

Apart from allegations and problems that may arise, there must be mutual dialogue among teachers, staff, and seminarians.

A spirit of mutual respect is fostered between students and professors in the College seminary.

1. All serious allegations or problems between professor and student are to be reported to the Rector of the Seminary. If they cannot be resolved at this level, the Rector shall communicate them to the Chancellor.
2. The Chancellor, after due consideration, may delegate a suitable person to examine the allegation or problem and make a preliminary report. This is to be done without delay.
3. When the report is made a decision will be issued on whether to proceed further and contact other authorities, viz., the diocese to which the student belongs.
4. Another competent person may be appointed to counsel and advise the student.
5. Consideration will be given by the Chancellor and the Rector as to whether the person accused should be suspended from teaching.
6. In the event of unacceptable conduct of a student toward a teacher or another student the matter shall be reported to the Rector for investigation and response.
7. In any of the above matters a decision may be referred to the Chancellor for final approval.