

Student Formal Complaint Form

The Student Grievance policy provides a fair and efficient means of resolving matters related to their enrollment at the college. *If a grievance relates to discrimination on the basis of race, color, age, religion, national or ethnic origin, or any classification protected by local, state, or federal law; reasonable accommodation of a disability; Title IX or discrimination or harassment based on sex, gender, or sexual orientation; FERPA; or a grade received by the student, the student should use the procedures outlined in college publications that apply to the subject matter of their complaint.*

A student with a complaint regarding any member of the college community is encouraged to first discuss the concern with the involved party directly. If the student is not comfortable talking about the concern directly with the other person, or if the issue is not resolved through informal discussion, the student should contact the dean of students within 14 days of the incident. The dean will consider the complaint and may meet with the parties involved to discuss the complaint or may issue a decision without a meeting. The dean will notify the student of any decision within 10 business days of reviewing the complaint.

When to use this form: If the student does not consider the grievance resolved, the student must file their grievance in writing with the vice president. The written grievance must be filed within 7 business days of the student’s receipt of the dean’s decision. The president, or designee, will schedule a meeting with the student to discuss the grievance as soon as reasonably practicable. The student will be notified of any decision within 10 business days following the meeting.

Name of Person Filing Complaint (Print) _____ Phone number

Date of Occurrence _____ Have you discussed this with the person(s) involved? yes _____ no _____

Describe in detail the nature of the complaint. Please be as specific as possible. Identify parties involved, witnesses, dates, locations and a thorough description. Attach relevant documents.

Describe any informal efforts and discussions with the Dean of Students regarding this incident or situation.

What action do you think is appropriate to resolve this complaint?

I certify that the information I have provided in this report is accurate and complete to the best of my knowledge.

Signature of Person Filing Complaint: _____ Date: _____

Send this form to: nnowakowski@daoisttraditions.edu