



Student Complaint Process

Executive Memorandum 20-013

Notice of Complaint
(Must be made no later than 10 instructional days into the following semester)

Within 15 instructional days of submission, the student must make an effort to bring resolution with the respondent.

If a resolution is found, the case with Student Rights and Responsibilities is closed.

If unsuccessful, the student should then seek assistance from department chair and college dean.

If unsuccessful by the 15th day, the student may then request a Formal Complaint Hearing within 2 days.

A Formal Complaint Hearing is then scheduled by the facilitator and all involved parties.

Within 20 instructional days, the director of Student Rights and Responsibilities will notify the student and respondent of the final decision.

The Facilitator chairs the hearing. Once the case has been presented, the committee will deliberate and take a vote on the complaint.