

SCHOOL OF THE ENVIRONMENT

NON-ACADEMIC ISSUES/COMPLAINTS

Non-Academic Issues/Complaint Procedures

The steps in the Non-Academic Issues/Complaints process are:

1. The student must provide proof to the Dean of the School of the Environment that he or she has met with the involved personnel member and was not successful in resolving the problem.
2. The student then meets with the Dean of the School of the Environment and presents the issue. The Dean has the responsibility of meeting with the personnel member and the student to determine the facts. The Dean will try to mediate the issue; if not resolved, the student should file a written complaint.
3. The student should complete the School of Environment “**Student Grievance Form**” with supporting documentation and submit to the Chair of the SOE Grievance Committee or SOE’s Dean’s Office. The Grievance Committee will conduct due diligence and render a decision to the student, Dean, and personnel member.