

UNIVERSITY OF THE DISTRICT OF COLUMBIA

NON-ACADEMIC STUDENT GRIEVANCE

Procedures for Grievances Against Employees

When a student has a grievance against an employee of the University for non-academic reasons this procedure should be followed. This procedure does not apply in cases of alleged sex-based harassment, sexual misconduct, or discrimination based on any of the protected classes that are included in the UDC Anti-Discrimination and Harassment Policy. Students can review a list of protected classes at [link to the Anti-Discrimination and Harassment Policy]. [Or list the protected classes...] In those cases, the student should contact Sheilah Vance, Compliance Officer and Title IX Coordinator, at sheilah.vance@udc.edu.

Definition

Grievance is a complaint by a student against a faculty or staff member.

Informal Grievances

Students should attempt to resolve the grievance between themselves and the faculty or staff member informally by meeting with the faculty or staff member.

Within three (3) business days after the event giving rise to the grievance, the student should contact the faculty or staff member, present the complaint, and attempt resolution.

Formal Grievances

Where a grievance is not resolved informally, a student may submit their grievance on line, email, or text, to the Office of Student Conduct (studentjudicial@udc.edu), or by phone at (202) 274-5974. A written grievance must be submitted to the Office of Student Conduct within five (5) business days after the completion of the Informal Grievance process (postmarked within five (5) business days, if by mail).

The grievance will be sent to the supervisor of the employee and the supervisor will investigate the grievance and shall provide a written response to the student and the employee who is the subject of the complaint, including appeal information, within (5) five business days of receiving the grievance, copying the Office of Student Conduct.

Any appeal must be submitted to the Office of Human Resources within 5 business days of receiving the grievance response. The student must state the reason for the appeal. The Office of Human Resources reviews the appeal and shall provide a written response within 5 business days of receiving the appeal. This decision is final.

University of the District of Columbia
Non-Academic Student Formal Complaint Form

***Special Note: This form is to be submitted within 5 business days of the Informal Resolution if Informal Resolution is not successful.**

The UDC Complaint Procedures require that students first discuss and/or attempt to resolve any complaint with the faculty, or staff member(s), before submitting the Non-Academic Student Formal Complaint form.

Date of Informal resolution meeting: _____

Date of the Formal Complaint: _____

Student(s) Name: _____ ID# _____

Student's Address:

UDC Email Address:

Student(s) Telephone Number:

Name of Parties Involved:

Informal Resolution Steps Taken:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Student Signature: _____

Date: _____

A student may submit their complaint on line, email, or text, to studentjudicial@udc.edu, or to the Associate Vice-President/Dean of Students at (202) 277-4951.