

SOUTHERN UNIVERSITY LAW CENTER STUDENT GRIEVANCE PROCEDURE

The Office of Student Affairs is designated to coordinate general student grievances. The Law Center's internal student grievance procedure provides for prompt and equitable resolution of complaints from students against the school, faculty, other students, student organizations, or a law school official; or complaints regarding a department's compliance with a policy or procedure.

1. Grievances should be filed using the report form located on the Law Center website under "Report and Incident." The complaint should contain the name and address of the person filing it, a description of the nature of the complaint, and any supporting evidence.
2. A complaint should be filed within seven (7) days of the student becoming aware of the alleged problem or concern.
3. An investigation, as may be appropriate, will follow the filing of the complaint. The investigation will be conducted by the Office of Student Affairs, by or under the direction of the Vice Chancellor for Student Affairs.
4. In exceptional circumstances, the Vice Chancellor for Student Affairs may, in the Vice Chancellor's discretion, appoint an ad hoc committee of faculty members to investigate the grievance and recommend a resolution. If the complaint involves the Vice Chancellor for Student Affairs, the ad hoc committee shall be appointed by the Associate Vice Chancellor for Student Affairs, who shall receive the proposed resolution from the ad hoc committee, and who will make recommendations to the Chancellor consistent therewith.
5. These rules contemplate informal, but thorough investigations, affording all interested persons an opportunity to submit evidence relevant to the complaint.
6. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the Vice Chancellor for Student Affairs and a copy forwarded to the complainant within a reasonable time after its filing. Every effort will be made to resolve student grievances within 30 days unless exceptional circumstances exist that warrants additional time.
7. The Vice Chancellor for Student Affairs will maintain the files and records of the students at SULC as it relates to general student complaints filed.
8. The complaining student can request a reconsideration of the case in an instance where the student is not satisfied with the resolution. The request for reconsideration should be made to the Chancellor within seven (7) days of receiving written notice of the resolution from the Vice Chancellor for Student Affairs.
9. These rules are construed to protect the substantive rights of interested persons, meet appropriate due process standards, and ensure that Southern University Law Center complies with the Code of Student Conduct.
10. No Southern University Law Center administrator, faculty, staff member or other person affiliated with the Southern University Law Center shall intimidate, threaten, coerce, or discriminate against any student for the purpose of interfering with any right or privilege secured by use of this procedure.

11. This procedure shall not be used to address issues or disputes regarding grades received in a course. Grades may only be appealed using the Law Center's Grade Appeal procedure.

To file a Student Grievance, please visit "Report an Incident" on the SULC website under "Student Services."