

PENSACOLA STATE COLLEGE
POLICIES OF THE DISTRICT BOARD OF TRUSTEES

Policy Title:	Student Complaint Logs	<u>Number</u> 6Hx20-3.023
Legal Authority:	s. 1001.65, Fla. Stat.	<u>Page</u> Page 1 of 2
Law Implemented:		

Pensacola State College is committed to the fair treatment of its students and therefore attempts to resolve all complaints in a timely manner when possible. A “student complaint” is defined as a situation in which a student feels that the treatment he or she has received is not consistent with the College’s policies.

Students are encouraged to initially seek an informal resolution of complaints directly with the individual(s) involved when possible. When an informal resolution is not possible, students should file a Formal Grievance Petition in writing with the appropriate College administrator in the manner prescribed in the Student Rights section of the *College Catalog*, which is available online. Academic matters shall be filed with the Vice President, Academic and Student Affairs. Matters related to public safety shall be filed with the President. Disability services, as well as appeals of student conduct decisions, shall be filed with the Dean of Students and Equal Opportunity Compliance. Student financial issues shall be filed with the Vice President, Business Affairs. Issues involving admissions, enrollment, registration, advising, financial aid, and other student-related services shall be filed with the Vice President, Academic and Student Affairs. Additionally, the Dean of Students and Equal Opportunity Compliance will maintain a log of all written complaints related to discrimination, sexual misconduct, and other Title IX issues.

Any office to which a written Formal Grievance Petition is submitted must investigate the complaint, notify the student of the resolution, and maintain a log of all formal written complaints.

As required by the Department of Education and the appropriate institutional accrediting body the College has adopted this procedure and requires that the following information be maintained in all written student complaint logs:

1. Date of the complaint;
2. Full names of the complainant;
3. Nature of the complaint;
4. Date of resolution of the complaint;
5. Person responding to the complaint; and
6. Description of the resolution.

The College will have a decentralized system for maintaining records of students’ complaints, and they will be maintained in the respective offices of the following College administrators:

1. Vice President, Academic and Student Affairs;
2. President
3. Dean of Students and Equal Opportunity Compliance; and
4. Vice President, Business Affairs.

History:	Adopted 6/21/16. Amended 11/28/2023
President's Signature:	Date: