

# DELTA STATE UNIVERSITY

## Non-Academic Student Grievance Report (FERPA)

*This form serves as the official cover sheet for the written student complaint file. It will accompany all student and administrative responses and documentation associated with the written grievance.*

<b>Policy Step 1: University Registrar</b>			
Date Received:		Category of Grievance:	
Student Name:		900 Number:	
Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Response Attached <input type="checkbox"/>	Student "appeal by" date:
Name		Signature	
Date:		<i>Form with student appeal file retained by Office of Student Affairs; copy sent to student grievant</i>	

<b>Policy Step 2: Vice President for Student Affairs</b>			
Date Received:			
Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Response Attached <input type="checkbox"/>	Student "appeal by" date:
Name		Signature	
Date:		<i>Form with student appeal file retained by Office of Student Affairs; copy sent to student grievant</i>	

<b>Policy Step 3: Appellate Committee</b>			
Date Received:			
Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Response Attached <input type="checkbox"/>	Student "appeal by" date:
Chair Name		Signature	
Date:		<i>Form with student appeal file sent to the Office of Student Affairs; copy sent to student grievant</i>	

<b>Policy Step 4: University President</b>			
Date Received:			
Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Letter to student and University Registrar	<input type="checkbox"/>
Name		Copy to VPSA and committee chair	<input type="checkbox"/>
Signature			Date:

*The student complaint record must be maintained in accordance with the Non-Academic Grievance Policy and retained for a minimum of five years.*