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| **Student Rights Violation Procedure** |
| Effective Date | April 25, 2024 | Procedure Type | Academic |
| Responsibility | Provost and Vice-President Academic | Parent Policy |  Student Rights and Responsibilities Policy |
| Approver | Deans’ Council | Appendices |  Appendix 1: Student Complaint  Form |
| Review Schedule | As needed |

# **Purpose**

# The purpose of this procedure is to outline the process of a student rights violation.

1. **Student Rights Violation Procedure**
	1. Informal Discussion with the Individual: If a student feels that their student rights have been violated, the student should approach the individual to resolve the situation causing the concern.
		1. If the informal method for resolving the situation does not succeed or the student is not comfortable approaching the individual, the student will complete the Student Complaint form.
	2. Submit a Student Complaint Form: The student will complete a Student Complaint form and submit it to the Department Chairperson. Normally, this submission should occur within 30 days of the alleged violation.
	3. Review by the Department Chairperson: The Department Chairperson will normally meet informally with the student and the individual (with permission of the student) to facilitate a timely resolution to the issue at this step.
	4. Formal submission to the Dean of the program or the Dean of Students: If the review by the Chairperson fails to resolve the issue, the student may deliver the Student Complaint Form to the Dean of the program or the Dean of Students.
		1. Review by the Dean of the program or Dean of Students: Depending on the scope of the student complaint, the Dean of the program may follow up with the student. Any investigation that takes place will adhere to the NWP human resource procedures and may result in disciplinary action.

# **Appendix 1: Student Complaint Form**

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| **STUDENT COMPLAINT FORM*****STUDENTS RIGHTS AND RESPONSIBILITIES POLICY*** |

**All students will be notified within two (2) business days that a complaint has been received.**

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| **Last Name** | **First Name** | **Student ID** | **Today’s Date** (MM-DD-YYY) |
| Enter Last Name | Enter First Name | Enter Student ID#. | Click or tap to enter a date. |
| **Phone** | **Phone 2** | **Email** |
| Enter phone number. | Enter alternate phone number. | Enter email. |

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| **Nature of Complaint** |
|[ ]  Student Rights Violation: Please specify the student right(s) being violated. |
|[ ]  Academic Grievance: Please specify course name. |
|[ ]  Academic Misconduct Decision Appeal |
|[ ]  Non-Academic Misconduct Decision Appeal |

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| Students are encouraged to discuss their concerns and complaints via informal conferences with the appropriate administrator or Academic Staff member. |
| Have you attempted to resolve your complaint? [ ]  Yes [ ]  No |
| If yes, please provide any evidence of resolutions steps (include dates, times, names, etc.):Click or tap here to enter text. |
| Summarize the nature of your complaint using factual information in your narrative. You may attach an additional sheet of paper if needed:Click or tap here to enter text. |
| Specify the outcome being sought:Click or tap here to enter text. |
| Should you have any additional comments, please attach a separate sheet to this form.  |
| ***I hereby declare the information on this form is correct, true, and complete to the best of my knowledge. I understand that any misrepresentation of the information may result in disciplinary action in accordance with the Student Rights and Responsibilities Policy.*** |
| Student Signature: | Date: Click or tap to enter a date. |

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| **For Office Use** |
| Processed by: Click or tap here to enter text. | Date: Click or tap to enter a date. |
| Action Taken/Notes: Click or tap here to enter text. |