



# Labi College Grievance Form

Fair and prompt resolution of legitimate grievances is a vital part of the school's professional and ethical commitment to its students. If a student has any grievances with another student, faculty member, or administrative staff, the procedure to handle the grievance is the following:

1. The student or faculty must make a written or formal complaint to the Academic Dean or President if the complaint is against the Dean or Presidential Cabinet Member.
2. The appropriate Dean will respond within 1-2 days to the grievances with a written plan of action and file the grievances into the appropriate Grievance file record.
3. If a resolution is not satisfactory by any party, the Dean will address the matter with the Presidential Cabinet in order to seek a better solution.

Please state your grievance below or attach email/documents for record.

---

Name of student/faculty member: \_\_\_\_\_

Name of person grievance is to be filed against: \_\_\_\_\_

Date: \_\_\_\_\_

---

**GRIEVANCE/ISSUE TO BE ADDRESSED:**