



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 community members. **Information obtained will be assessed by the appropriate administrator. The grievance process is confidential and LABI College does not tolerate any retaliation in terms of those sharing their complaints. All grievances shall be addressed within 1-2 business days.**

Your Information:

Full Name: _____ Email: _____

Phone Number: _____

A formal grievance is presented in writing to the head administrator of the relevant department:

- If filed against a Residence Chaplain, SGA member, or student, the Dean of Students will address the grievance.
- If filed against a faculty member or if involving a class, the Dean of Academic Affairs will address the grievance.
- If filed against the President, Facilities, or Kitchen, the CFO will address the grievance.
- If filed against the Business Office, the President's Office will address the grievance.
- If filed against the Deans, the President's Office will address the grievance.

Name of Person/Department Grievance is to be Filed Against:

His/her role at LABI College: _____

Please state your grievance below or attach email/documents for record. Please address 1) the nature of the complaint, 2) date and time of occurrence, 3) location of occurrence, and 4) any attempts to resolve this issue informally.

The above information is written to the best of my recollection. I seek resolution and authorize LABI College to provide guidance, seek clarity, and investigate to resolve this issue.

Your Signature: _____

Date: _____

Administrative Signature: _____

Date: _____