Savannah State University is committed to a policy of fair treatment of its students in their relationships with fellow students, faculty, staff, and administrators. Students are encouraged to seek an informal resolution of the matter directly with the faculty or individual(s) involved when possible. For matters where a resolution is not feasible, a Grievance/Complaint Form can be completed and filed with the Division of Student Affairs located in Room 247 of the King Frazier Student Center.

A complaint form may be obtained from the Student Government Association office, Office of the Vice President of Student Affairs, Office of Academic Affairs, University Housing & Residence Life, all residence halls, and the King Frazier Student Center. The form is also available on-line at http://www.savannahstate.edu/student-affairs/index.shtml. All completed forms are kept on file in the Office of the Vice President for Student Affairs. The complaint is logged, assigned a number, and forwarded to the Vice President of the area of the complaint. The Vice President of the area is responsible for providing a response to the complainant.

A hardcopy of the Student Complaint Form can also be retrieved from Division of Student Affairs Offices. The complaint form must be completed and hand-delivered the Office of the Vice President for Student Affairs (King-Frazier Student Center, room 247) by the student. Upon receipt of the complaint, the form is reviewed and forwarded to the appropriate office based on the subject matter as articulated in the examples below:

**Filing a Complaint**

- If the complaint is against a student for violation of code of student conduct, the complaint is forwarded to Mr. Desmond Stowe, Director, Office of Student Life.

- If the complaint alleges discrimination based on race, color, sexual orientation, religion, national origin, age, disability, the complaint is forwarded to Ms. Elaine Campbell, Interim Title IX Coordinator.

- If the subject matter is a residence hall complaint, the complaint is forwarded to Dr. Priscilla A. Williams, Director, University Housing & Residence Life.

- If the subject matter is an academic complaint, the complaint is forwarded to Dr. Lisa Yount, Office of the Provost & Vice President for Academic Affairs.

**Complete the Complaint Form below and return it to the Division of Student Affairs, King-Frazier Student Center, room 247**
Nature of Complaint:
__Academic__ Housing __Public Safety __Parking __Financial Aid __Food service __Personnel__Other

Name ___________________________________ Date ____________________________ Student
ID ____________ E-mail ____________________________ Address
Phone (day) ____________________________ Complaint filed with __________________________

Describe the nature of your complaint. (Be factual. Include names, dates, and other specific information. Describe actions you have taken to resolve the issue, e.g., discussed concern with instructor. Use reverse side if necessary).

The information given in this complaint is true and accurate to the best of my knowledge.

Your signature: ________________________________ Date: ______________________________

Received in the Office of Student Affairs by: ________________________________

Signed ________________________________ Date Received ______________________________

Updated February 2017