

AJU Student Grievance Form

AJU Student Grievance Form IF THIS IS AN EMERGENCY, PLEASE DIAL 911.

FOR IMMEDIATE ASSISTANCE, PLEASE CONTACT:

DR. ROBBIE TOTTEN, STUDENT CONDUCT LIAISON, AT 310-440-1539, OR STUDENTAFFAIRS@AJU.EDU OR CAMPUS SECURITY AT 310-903-4862.

The purpose of the student grievance procedure is to provide a process for resolving student complaints, including but not limited to those related to academic issues, student services, housing, or administrative concerns. This form and any attachments will be submitted to the Office of Student Affairs.

Students may file grievances anonymously. Please note that anonymity may limit AJU's ability to investigate the issue and/or remedy a problem.

Students with complaints related to discrimination on the basis of sex or gender, or who wish to report sexual misconduct, should read AJU's Policy and Procedures on Prohibition of Sex Discrimination, which are available on the AJU Title IX website (<https://www.aju.edu/about-aju/diversity-statement/title-ix>) and consider submitting a Reporting Form (https://aju.formstack.com/forms/title_ix_reporting_form). Students with complaints related to discrimination and/or harassment based on membership in protected statuses (e.g. race, national origin, religion, etc.), or related to retaliation for having made a discrimination and/or harassment complaint, or who wish to report these types of conduct, should read AJU's Policy and Procedures on Prohibition of Unlawful Discrimination, Harassment, and Retaliation, available here (<https://www.aju.edu/about-aju/diversity-statement/title-ix>). Students may also use the Reporting Form (https://aju.formstack.com/forms/title_ix_reporting_form) to submit their complaints. Students who wish to submit a grievance related to accommodations should read AJU's Policy on Accommodations for Persons with Disabilities and Procedures on Accommodations for Students with Disabilities, available at <https://www.aju.edu/current-students/disability-services>, and contact the Section 504 Coordinator at email: may.zhang@aju.edu.

Students may contact the Bureau for Private Postsecondary Education for review of a complaint: www.bppe.ca.gov; bppe@dca.ca.gov; 888- 370-7589; P.O. Box 980818 West Sacramento, CA 95798-0818

* Required

1. Please indicate if you would like to submit your report anonymously. *

- I choose to submit my report anonymously. I understand that it may limit AJU's ability to investigate and remedy the issues listed in my report.
- I choose to provide you with my contact information. I understand that I must provide my information below and that AJU may contact me to further an investigation.

2. Student Name (First and Last Name) *

Enter your answer

3. Student ID Number

Enter your answer

4. Phone Number *

Enter your answer

5. Email Address *


Enter your answer

6. Description of Incident: *

Provide a brief description of the complaint.


Your summary should include but is not limited to the following information: 1) the reason for your complaint 2) the date(s) and time(s) when the incident(s) occurred 3) whether you have you made an attempt to resolve this matter by communicating with the individual(s) involved, a member of the AJU staff, faculty, or administration, or anyone else; if so, state when and describe the outcome; if not, explain why 4) the resolution you are seeking

Enter your answer

7. If you have any supporting documentation, please attach it here. Note that any documentation submitted may not be returned. (Non-anonymous question ⓘ) 
You may submit up to 10 files. Single file size limit is 1GB.

 Upload file

File number limit: 10 Single file size limit: 1GB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

8. Attestation * 

I understand that the information contained in this grievance form will be held confidential to the extent possible. Grievance information may be shared with university officials in order to conduct a thorough investigation. I hereby declare that the information I have shared on this form and in attached documentation is truthful, accurate, and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary action against me in accordance with AJU policy.

You can print a copy of your answer after you submit

 Microsoft 365

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