

AJU Student Grievance Form

IF THIS IS AN EMERGENCY, PLEASE DIAL 911.

FOR IMMEDIATE ASSISTANCE, PLEASE CONTACT:

DR. RICH POTTER, OMBUDSMAN AND TITLE IX COORDINATOR, AT 310-440-1269
OR CAMPUS SECURITY AT 310-440-1590 or 310-948-2065.

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, administrative concerns, or matters involving any form of discrimination or harassment. 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 Sexual Misconduct Policy & Procedures (Title IX), which are available on the AJU website, and consider submitting a Title IX report.

Students may contact the Bureau for Private Postsecondary Education for review of a complaint: www.bppe.ca.gov (<http://www.bppe.ca.gov>); bppe@dca.ca.gov (<mailto: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) *

3. Student ID Number

4. Phone Number *

5. Email Address *

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

7. If you have any supporting documentation, please attach it here. Note that any documentation submitted may not be returned. *

You may submit up to 10 files. Single file size limit is 1GB.

 Upload file

PLEASE ATTACH YOUR UPLOADS IN YOUR EMAIL MESSAGE

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.

IF YOU ARE SUBMITTING THIS FORM AS A PDF, PLEASE EMAIL IT TO: studentaffairs@aju.edu

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

 Microsoft Forms