

## Formal Grievance

**This process is not to be used as an appeal for previously rendered decisions nor as a replacement for other stated policies or processes available to Davis & Elkins College students. Students who have any questions about this or any other process are strongly encouraged to both review the Student Handbook, especially section 6.3.1.5 and to seek the assistance of the Student Life Office (Liberal Arts Hall, Room 101/x1211).**

Student Name:

D & E email:

Campus Mailing Address:

Please provide a written description of the grievance (Attach other sheets if necessary):

Student Signature:

Date:

Note: All grievances must be filed either in-person in the Student Affairs Office (Liberal Arts Hall, Room 101) or submitted from a D & E student email account to Mr. Scott Goddard ([goddards@dewv.edu](mailto:goddards@dewv.edu)), the Vice President for Student Affairs. An investigating officer will be assigned to the grievance, as mandated by the Student Life Policy Manual (6.3.1.5). Records of all grievances and their resolutions will be kept in the Office of Student Affairs, summarized yearly and made available to representatives of the Higher Learning Commission.