

## **USA General Student Complaints Reporting and Records Maintenance Policy**

Effective Date: August 15, 2018

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This policy documents the administrative process for reporting and for maintaining records for general student complaints. Information about general student complaints can be found here: <http://www.southalabama.edu/departments/studentaffairs/grievances.html>

Students must provide a

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- Student Disability Services
  - University Programs
  - Office of the Executive Vice President
    - Housing
    - Police
    - Dining
2. Once a written complaint is received, the office documenting the written complaint is also responsible for documenting the complaint and its resolution.