



Undergraduate and Graduate Non-Academic Student Grievance Policy

Before invoking the Student Grievance Procedure, a reasonable effort shall be made by those involved in a dispute to resolve it amicably. A dispute is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues, and having the ability to formulate a mutually acceptable resolution. Therefore, it is in the best interest of the student, the potential subject of a grievance, and the University to resolve disputes through open and cooperative dialogue. Only when such efforts are unsuccessful should the Student Grievance Procedure be invoked. Throughout all phases of the Student Grievance Procedure, all reasonable efforts shall be made to maintain confidentiality in accordance with applicable law.

Student Name: _____ ID Number: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Student Status: Enrolled Not Enrolled Academic Suspension

Grade Level: Freshman Sophomore Junior Senior Graduate Student

Grievance Information:

Attach a clear and detailed description of how Lasell University has violated institutional and/or federal financial aid policies. Identify the policy and indicate the time frame in which the violation(s) referenced in the complaint occurred. Supporting documentation used regarding complainant's allegations should only be limited to the related case directly. The supporting documentation should indicate all relevant facts and support the allegation(s) that the University is in significant violation of the institutional and/or federal financial aid office policy(s) referenced in the complaint.

I hereby certify that all the information I have given above is true and complete to the best of my knowledge.

Student Signature _____ Date _____

Please submit completed form and documentation to:

Vice President of Enrollment Management
1844 Commonwealth Avenue
Newton, MA 02466

Lasell University is committed to maintaining a conducive learning environment for all students and a professional workplace for its employees. Lasell University prohibits all discrimination on the basis of sex and all sexual misconduct, which includes: sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking, and retaliation. In the event a member of our campus community experiences sexual misconduct, Confidential Resource Advisors are available to provide information and resources to students and employees without instituting a Title IX investigation. Sexual Misconduct Reporting Form can be found [here](https://www.lasell.edu/discover-lasell/title-ix-and-sexual-respect/sexual-misconduct-reporting-form.html). <https://www.lasell.edu/discover-lasell/title-ix-and-sexual-respect/sexual-misconduct-reporting-form.html>

CONSUMER INFORMATION POLICIES

State Distance Education Complaint Process and be found [here](https://www.lasell.edu/discover-lasell/facts-figures-and-faces/our-institution/consumer-information-policies.html). <https://www.lasell.edu/discover-lasell/facts-figures-and-faces/our-institution/consumer-information-policies.html>