



<b>SUBJECT:</b>	Student Affairs		
<b>PROCEDURE:</b>	300.3.1 Instructor or Staff Conduct Violation Reporting		
<b>RELATED POLICY:</b>	300.3 Instructor and Staff Academic and Conduct Standards		
<b>EFFECTIVE:</b>	March 2012	<b>REVISED:</b>	September 2024
		<b>REVIEWED:</b>	

**Procedure**

Before submitting an Instructor/Staff Complaint form, a student must meet with an academic advisor. For cases in which the complaint is against an advisor, the student should complete the form with the advisor’s supervisor. Once submitted, the form will route to the human resource office who will then route the complaint to the appropriate executive council member. The executive council member will begin the review process according to the applicable collective bargaining agreement (CBA), handbook, and/or policy, including 301.1 Discrimination, Harassment, and Retaliation if applicable.

**Related Manuals/Forms**

Instructor/Staff Complaint form