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## Grievance Procedures

### Appeal Procedure

Students have the right to appeal any decision of the conduct administrator within five university business days from the date of the decision. Those wishing to appeal their outcome need to submit a formal request in writing to the Office of Student Affairs.

### Complaint Procedures

Any university community member may file a complaint in Student Affairs for an incident that they have either personally experienced or has been reported to them. Complaints that name an employee of the university (including graduate assistants and other student employees) as the offender will be referred to the [Office of Human Resources](#), which will investigate and process the complaint under university guidelines. All other complaints will utilize the student conduct procedure as outlined in the NSU [Student Conduct Code](#) (PDF) for complaints alleging student misconduct.

When a complaint is received the information will be reviewed to determine:

- That no Student Conduct Code violation exists;
- That further investigation is required; or
- That there is a potential Student Conduct Code violation.

The written complaint must contain the nature of the alleged act, include a detailed statement of the events – including dates, places, names and phone numbers of witnesses or those involved in the alleged incident. Download the [Student Conduct Complaint Form](#). (PDF)

