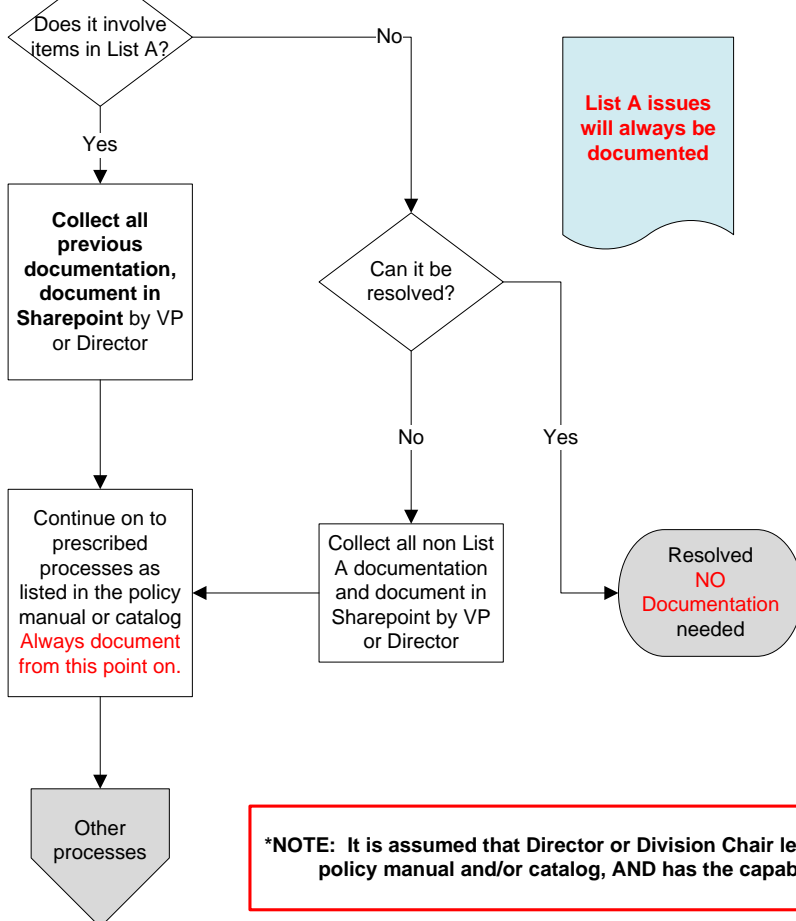
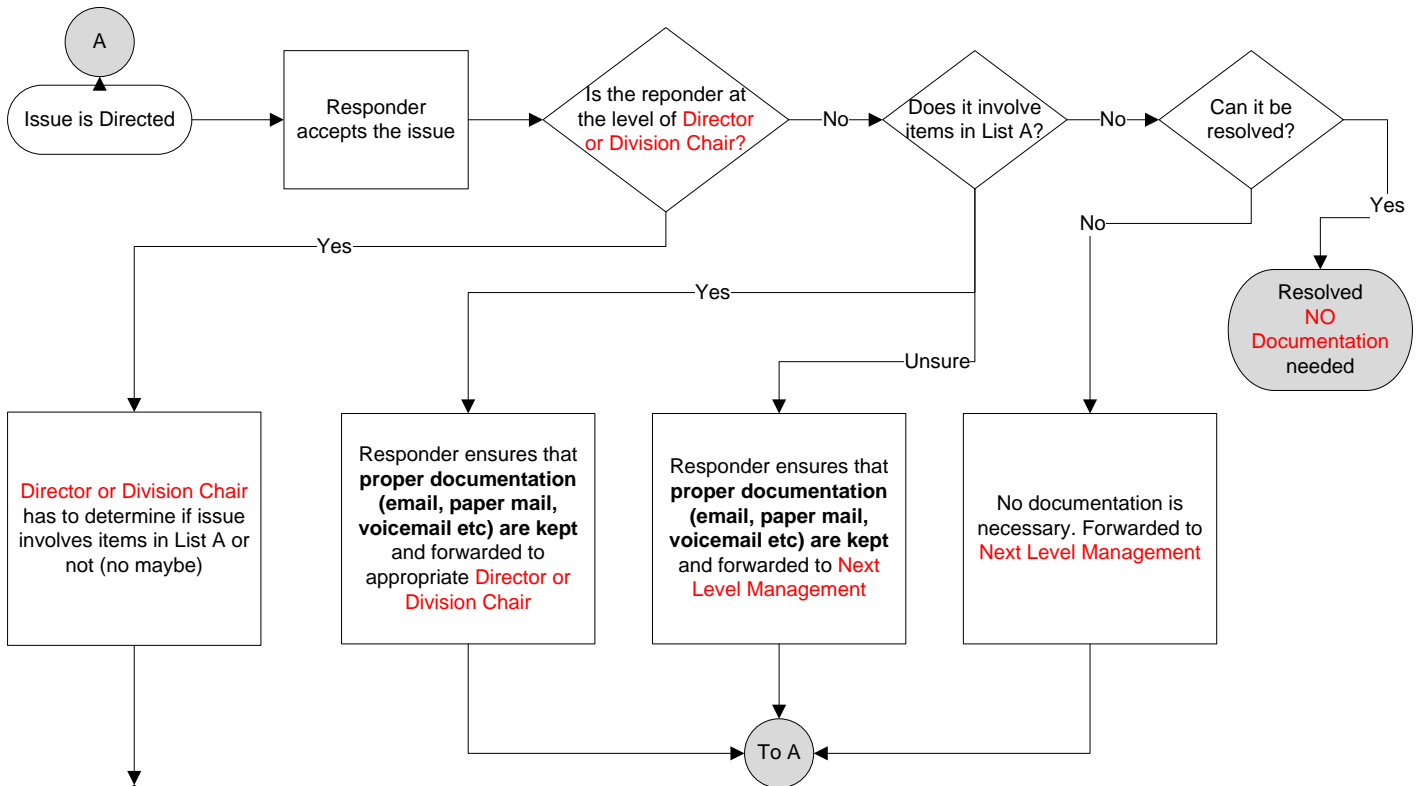


Process for capturing formal complaint documentation



Sharepoint Documentation Responsibility	
<p>Main Campus: Any non List A issues escalated past Director level will always be documented in appropriate folders in Sharepoint by the corresponding VP</p>	<p>Prof. Studies: Any non List A issues escalated past Director level will always be documented in appropriate folders in Sharepoint by the Director</p>

List A
Ethical issues: (Derogatory comments, violation of policy etc)
Legal issues: Sexual harassment, discrimination, theft, criminal activity, etc)

***NOTE:** It is assumed that Director or Division Chair level personnel is familiar with and able to interpret our policy manual and/or catalog, AND has the capability to follow and execute on related processes.