



STETSON LAW

COMPLAINTS INVOLVING COMPLIANCE WITH ABA ACCREDITATION STANDARDS

1.0 Policy Statement

As an ABA-approved law school, Stetson University College of Law is required to comply with the ABA Accreditation Standards, and we have developed the following policy and procedures for student complaints that directly implicate the program of legal education and its compliance with the ABA Accreditation Standards. Those standards may be found at:

http://www.americanbar.org/groups/legal_education/resources/standards.html See Standard 510 for details about the complaint requirement.

2.0 Scope

2.1 This policy and the procedures set forth below apply only to complaints that directly implicate the law school's program of legal education and its compliance with the ABA Standards for Approval of Law Schools. It does not address or preclude complaints under other Stetson College of Law policies and procedures, such as the Academic Honor Code, the Code of Student Professionalism and Conduct, the Student Grievance Procedure for Discrimination Complaints, the University Consensual Relations Policy, the Grade Change Policy, the Gender-Based Misconduct, Sexual Assault and Violence Policy (Title IX), and the like.

2.2 Complaints that do not directly implicate the law school's program of legal education and its compliance with ABA Standards or that are not governed by other policies as indicated in the above paragraph may be addressed to:

a. the Director for Student Life if the complaint concerns the conduct of a student;

b. the Associate Dean for Academic Affairs if the complaint concerns the academic honesty of a student or behavior of a faculty member.

3.0 Complaint Procedure

3.1 If a student has a concern that directly implicates the law school's program of legal education and its compliance with the ABA Standards for Approval of Law Schools and wants to file a formal complaint with the law school administration, the student should submit the complaint in writing to the Associate Dean for Academic Affairs. The written complaint may be submitted in person to the Dean's office or it may be submitted by U.S. mail, campus mail, or e-mail from the student's Stetson College of Law e-mail account.

3.2 The writing should indicate that it is an ABA Standard 510 Complaint. It should describe in detail the behavior, program, process, or other matter that is the subject of the complaint. It should explain how the matter directly implicates the law school's program of legal education and its compliance with a specific ABA Standard (or Standards). It should explicitly state which ABA Standards are implicated.

3.3 The complaint must provide the name and official College of Law email address of the student for further communication about the complaint. If the complaint is submitted by U.S. mail, it must also provide the student's local mailing address.

3.4 The complaint must be dated and signed. A complaint submitted by e-mail is deemed to be signed by the student from whose e-mail account the complaint is submitted.

4.0 Investigation and Resolution

4.1 The Associate Dean to whom the complaint is submitted will acknowledge receipt within ten (10) business days of receipt of the written complaint. That acknowledgement may be made, at the option of the dean, by email or by U.S. mail.

4.2 The Associate Dean to whom the complaint is submitted may delegate responsibility for investigating the complaint, responding to the complaint, or resolving the matter to another administrator, faculty member, or staff member.

4.3 Once the complaint has been acknowledged, the dean or the dean's designee will respond to the student as soon as possible but no later than thirty (30) business days after acknowledgement of the complaint. That response may be a meeting with the student or a written response, and it will either be a substantive response to the complaint or information about what steps are being taken to address the complaint or to further investigate the complaint.

4.4 If further investigation is needed, the student will be provided either a substantive response or information about the steps being taken by the law school once that investigation is completed. This response will be given to the student, either orally or in writing or both, within ten (10) business days after completion of the investigation.

5.0 Appeal

5.1 Within thirty (30) business days of issuance of the law school's response, the law student may appeal the decision to the Dean of the College of Law. The appeal must be in a writing addressed to the Dean, signed by the law student, and it must explain the basis for the appeal.

5.2 The decision of the Dean shall be final.

6.0 Records

A record of the student complaint and the response to it, including any decision on appeal, shall be retained by the Dean's Office for a period of eight years.

7.0 Non-Retaliation

The law school will not retaliate in any way against an individual who makes a complaint under this policy nor will it permit any faculty member, administrator, employee, trustee, or student to do so.

Administrative policy effective March 27, 2015.