Residence Life Grievance Procedures

1. **Housing and Meal plan petition**
   1.1. Student picks up Housing Review form from the Residence Life Office.
   1.2. Completed forms are turned in with all relevant documentation/information.
   1.3. Housing Review Committee meets to discuss submitted petitions twice per semester.
   1.4. Residence Life sends out email notifications if petitions are accepted or denied.

2. **Roommate Conflict**
   2.1. Student brings roommate conflict to the attention of the RA.
   2.2. The Resident Assistant plans mediation with everyone in the suite.
   2.3. During the mediation, all roommates agree upon a plan.
   2.4. If the mediation plan is not adhered to, students could be found in violation of a campus policy.

3. **Special Accommodations request for housing**
   3.1. The student fills out a housing application.
   3.2. Based on special needs, the student contacts Disability Student Services (DSS) to request an accommodation.
   3.3. DSS gathers the documentation and meets with the student to discuss his/her needs.
   3.4. DSS communicates with Residence Life appropriate accommodations.

Student Conduct Grievance Procedures

1. **Student Conduct decision appeal**
   1.1. A student may appeal a sanction within 5 business days of the date of when the sanction was communicated.
   1.2. The student must communicate in writing that he/she would like to appeal their decision.
   1.3. The student must go to the office of the Vice President for Student Affairs and Dean of Students to turn in their appeal letter.
   1.4. The student must fill out a form with information pertaining to their availability and turn it in to the Executive Assistant to the Vice President.

2. **University Hearing Board appeal**
   2.1. At the conclusion of a University Hearing Board (UHB) decision, the student can only appeal based on new information or if the UHB process was not followed correctly.
   2.2. This appeal must be in writing and given to the Vice President for Student Affairs and Dean of Students.

3. **Investigating an allegation of sexual assault/dating violence/stalking**
   3.1. Initiating a Complaint: Students initiating a complaint at California Lutheran University who feel that they have been sexually assaulted, or involved in a dating violence, domestic violence, or stalking incident or any faculty, staff,
administrator, or student who witnesses any of the above crimes should promptly report the incident to a professional staff member in Residence Life and Student Conduct to initiate a complaint.

3.2. Filing a Report: The professional staff member in Residence Life and Student Conduct will meet with the complainant to review the details of the allegation and to explain the subsequent steps involved in a sexual assault, dating/domestic violence, and/or stalking investigation. A completed incident report will be promptly submitted and an investigation will begin. Immediate Response: The professional staff member(s) of Residence Life and Student Conduct will initiate an immediate response to separate the complainant and respondent from engaging each other in common areas, residence halls, campus buildings, and student activities. They will further outline options to change the complainant’s or respondent’s academic and/or living situations if those changes are requested by the complainant or respondent are reasonably available. Residence Life has the discretion to remove the complainant or respondent from a hostile living situation.

3.3. File a Report with Residence Life and Student Conduct: Whether a student elects to report a sexual assault, dating/domestic violence, or stalking to the police, he or she is urged to make an official report directly with a professional staff member in Residence Life and Student Conduct. Coordinators for Residence Life and Student Conduct and Graduate Resident Directors can assist in this process, particularly if the report is being filed after normal business hours. Any Resident Assistant (RA) can assist with getting in touch with a professional staff member at Residence Life and Student Conduct. For the Pacific Lutheran Theological Seminary Campus, the equivalents of Residence Assistants are the Dormitory and Apartments Building Managers.

3.4. Residence Life and Student Conduct staff will first suggest that the student attend to any medical needs immediately. The student will be provided with information regarding hospital procedures and available resources. Accompaniment to the hospital will be provided if desired by the student. The student will be assisted in contacting a support person such as a friend, if desired.

3.5. The student will be informed that the University will investigate and respond to any allegation of sexual misconduct.

3.6. Students who have experienced a sexual assault, dating/domestic violence, or stalking incident have access to other available assistance in changing academic and living situations after an alleged incident, if so requested by the student and if such changes are reasonably available.