



FILING OF STUDENT COMPLAINTS FLOW CHART

Secure and fill-up the Complaint form at the DSSD or submit written complaint;



The DSSD Director shall validate the complaint through a thorough interview;



A call slip shall be sent to the concerned student or individual through the Dean;



The DSSD Director conducts the initial investigation where the statement of the concerned individual/s shall be formally taken and signed. The violation or offense shall be determined and explained to the concerned individual;



The complaint shall be presented to the Student Grievance Committee to decide on the appropriate sanction of the violation based on the Student Manual;



The DSSD shall send a notification letter to the parents of the Student-Violators informing the sanction of the case committed by the Student;



After the President or Disciplining Authority approved the Committee's DECISION, the Chairman of the Student Grievance Committee shall implement the decision by notifying the respondent;



After the respondent/s served the sanction of the violation, he/she will secure admission form at the DSSD to be submitted to the College Dean before he/she be allowed to attend his/her classes

Prepared by:

Approved:

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