

DCI Complaint Log – 2023

International Health Group dba Dalrada Career Institute

Date:	Student's Full Name:	Student's Address:	Student's email:
Instructor:	Class Location:	Class Date:	Complaint Date:
Step 1: Mtg with the instructor Date of the mtg:	Step 2: Mtg with the Program Director Date of the Mtg:	*Step 3: Mtg with the Campus Director Date of the Mtg:	DCI has 10 business days after Step 3 to respond. Date:

For general student complaints and grievances, please follow resolution procedures by following Steps 1 to 3.

*For any nondiscrimination, EO concerns, and major incidents, please contact the Campus Director directly.

Grounds of the Complaint:
Description of the Complaint:
Any other pertinent information:

Student Signature: _____ **Date:** _____

DCI Staff Name: _____ **Signature:** _____ **Date:** _____

Decision/ Resolution: Complaint resolved; yes or no. If no, please describe the following:
Follow up:
Student Appeal Request, if any: All student appeals must be in writing and made within 14 calendar days of the original decision. Appeal submittal date: