



DETROIT EXTRAVAGANT ACADEMY

---

## 2026–2029 Student Grievance Policy & Procedures

# DEA Student Grievance Policy

### Purpose of the Procedure / Introduction

Detroit Extravagant Academy (DEA) is committed to ensuring that students who have a grievance related to their education, attendance, school policies, or treatment have access to a fair and impartial process for resolving their concerns as quickly and effectively as possible.

### Policy

Any student who believes they have not received adequate and/or fair treatment in matters related to school policies, regulations, procedures, or other provisions contained in the current Student Handbook may seek consideration and resolution through the formal grievance process.

### Purpose

The purpose of this policy is to provide all students with a fair and impartial process for the consideration and resolution of grievances.

## Grievance Guidelines

### Stage 1: Statement of Grievance

Students are encouraged to first attempt to resolve concerns informally through discussion with their instructor or other appropriate school personnel.

If the student believes the matter has not been satisfactorily resolved through informal discussions, the student should submit the grievance in writing to the Director of Operations for further review and resolution.

The written grievance should clearly describe the nature of the complaint, the individuals involved, any previous attempts to resolve the matter, and the resolution being requested.

### Stage 2: Grievance Meeting

The Director of Operations must schedule a grievance meeting within three (3) days of receiving the written grievance.

If the grievance involves the Director of Operations, an appropriate designee may coordinate and conduct the grievance meeting to help ensure an impartial review.

The student will be notified of the date, time, and location of the grievance meeting.

### Stage 3: Written Response

---

Following the grievance meeting, the Director of Operations or designee will provide the student with a written response.

The written decision shall be issued to the student within five (5) days following the grievance meeting.

## Grievance Meeting Procedure

Students must take all reasonable steps to attend the scheduled grievance meeting.

If, due to unforeseen circumstances, either the student or the Director of Operations/designee is unable to attend the scheduled meeting, the meeting must be rescheduled.

If the student's companion and/or parent or guardian is unable to attend, the student must contact the school within three (3) days of the date of the meeting notification to request an alternative meeting date.

The alternative meeting should be scheduled within five (5) days of the originally scheduled meeting date.

These time limits may be extended by mutual agreement between the student and DEA.

## Appeal Procedure

If the grievance is not resolved to the student's satisfaction, the student may submit a written appeal.

The student must state the grounds for the appeal in writing within five (5) business days of receiving the written grievance decision.

Within ten (10) business days of receiving the appeal, DEA will provide the student with written notification regarding the appeal meeting.

A member of the DEA Advisory Committee will conduct or participate in the appeal meeting.

Following the appeal meeting, the Director of Operations or appropriate designee must provide the student with a written decision within three (3) business days.

The decision resulting from the appeal process will constitute DEA's final institutional decision regarding the grievance.

## External Grievance Options

If the grievance remains unresolved after the student has completed DEA's internal grievance and appeal procedures, the student may contact the appropriate accrediting or state agency.

### Council on Occupational Education

#### Council on Occupational Education

7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350

**Telephone:** 770-396-3898

**Fax:** 770-396-3790

**Website:** [www.council.org](http://www.council.org)

### State of Michigan Bureau of Professional Licensing

State of Michigan  
Bureau of Professional Licensing  
P.O. Box 30670  
Lansing, MI 48909

Telephone: (517) 241-9288  
Website: [www.michigan.gov](http://www.michigan.gov)  
Email: [BPLHelp@michigan.gov](mailto:BPLHelp@michigan.gov)

# STUDENT GRIEVANCE FORM

Name/Title of Complaint:

---

Student Name:

---

Phone Number:

---

Address:

---

---

1. Please provide a brief, one- or two-sentence description of your complaint.

---

---

---

2. Please describe the nature of your complaint in detail, including what happened, when the event occurred, and who was involved. If additional space is needed, attach an additional page.

---

---

---

---

---

3. Please indicate when and with whom you have already discussed this grievance and describe any attempts that have been made to resolve the matter.

---

---

---

---

4. Please indicate the specific resolution you are seeking or recommending.

---

---

---

**Student Certification**

I hereby certify that the statements and information provided regarding my complaint are truthful and accurate to the best of my knowledge.

**Student Signature:**

---

**Date:**

---

# DEA APPEAL FORM

Policies and procedures cannot anticipate every situation or circumstance that may arise. Therefore, a student may appeal an DEA policy or decision when mitigating circumstances warrant additional consideration.

Anyone wishing to appeal a policy or decision must complete this form and attach all applicable supporting documentation.

Appropriate DEA personnel will review the appeal and make a determination based on the information and documentation provided.

All decisions resulting from the final appeal process are final.

Appeals regarding Satisfactory Academic Progress (SAP) must be submitted within fifteen (15) days of the negative determination.

## Policy or Decision Being Appealed

**Re:**

---

**Attention: Director of Operations**

I wish to appeal the decision and/or policy of the school regarding the matter identified above.

The mitigating circumstances and pertinent information relating to the decision or policy are described below:

---

---

---

---

---

---

**Supporting Documentation Attached:**

☐ YES

☐ NO

**Student Signature:**

---

**Parent or Guardian Signature (if applicable):**

---

Date:

---

**OFFICE USE ONLY**

**Appeal Determination**

☐ APPEAL APPROVED

☐ APPEAL DENIED

**Explanation of Decision:**

---

---

---

---

**Requirements the Student Must Meet to Achieve Satisfactory Academic Progress at the End of the Probationary Period:**

---

---

---

---

---

**Authorized DEA Representative:**

---

**Signature:**

---

**Date:**

---