Complaint Procedure

Albany Law School encourages community members to discuss their concerns and complaints as soon as possible at the lowest possible administrative level to allow early resolution.

If a community member does not feel comfortable attempting to work out an informal resolution directly with the responding party, the community member should consult the appropriate policy (see for example: Prohibition of Discrimination, Harassment and Retaliation for the Campus Community, Drug and Alcohol Policy, Whistleblower Policy, FERPA Policy) for reporting procedures. Individuals may also make a report to the following:

- Reports about a staff member may be filed with the Director of Human Resources, U-231 or (518) 445-2396.

- Reports about a faculty member may be filed with the Associate Dean for Academic Affairs, M-202B or (518) 445-3235.

- Reports about a student may be filed with the Assistant Dean for Student Affairs, M-202A or (518) 445-3235.

- Reports involving the President and Dean, a Vice President, Associate Dean, Assistant Dean, trustee, or volunteer may be made to the Chair of the Board of Trustees (directly or c/o the Executive Assistant to the President and Dean).

Section 494C(j) of the Higher Education Act of 1965, as amended, provides that a student, faculty member, or any other person who believes he or she has been aggrieved by an institution of higher education has the right to file a written complaint.

In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Complainants who have exhausted the Albany Law School complaint procedure outlined above may pursue a complaint with the New York State Education Department. For more information on filing such a complaint with NYSED, see: http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html