



**Women's Institute of Torah Seminary**  
MAALOT BALTIMORE  
**NON-ACADEMIC GRIEVANCE FORM**

<b>Student Name</b>	<b>Today's Date</b>	<b>Academic Year</b>
<b>Mailing Address - City/State/Zip</b>		<b>Email Address</b>
<b>Home Telephone Number</b>	<b>Student Cell Number</b>	

A student who has a grievance not of an academic nature may seek clarification, where appropriate, and a resolution to her complaint.

The student should initially confer with the immediate party. If she is not comfortable addressing the immediate party, or, if after consultation with the immediate party no resolution is reached, the student will file this form with the Menacheles, Academic Dean and/or Secretary of the Board of directors, who will investigate and convene an Advisory Board to deliberate on the case at hand with all affected persons.

The Advisory Board will consist of the Menacheles, Academic Dean, a member of the faculty and a member of the Board of Directors. If one of the members of the Advisory Board is a party in the grievance, he/she will recuse himself/herself, and an additional member of the Board of directors will serve on the Advisory Board in his/her place.

A response will be forthcoming within two weeks of the formal request for consideration, unless more time for investigation is needed. Decisions of the Advisory Board are final.

**Description of non-academic grievance** *(if more space is needed, please use additional paper and attach):*

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**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Response/Decision of Advisory Board (AB):**

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**AB Name & Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AB Name & Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AB Name & Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_