

## **Student Complaints Implicating Compliance with the ABA Standards**

As an ABA-accredited law school, Penn Law adheres to [ABA Standards & Rules of Procedures](#).

Any Penn Law student who wishes to bring a formal complaint to the Law School's administration about a significant problem that directly implicates the school's program of legal education and its compliance with the ABA Standards should do the following:

1. Submit the complaint in writing by **using this form** which then goes to Dean of Students Gary Clinton and all appropriate administrators.
2. Your complaint should describe in detail the behavior, program, process, or other matter of concern and should explain how this matter implicates the Penn Law's program of legal education and its compliance with a specific, identified ABA Standard(s). Please include all relevant facts.
3. The form should include complete contact information so that we can easily reach you.
4. You will receive an initial acknowledgement of your submission within three business days from the Dean of Students (not inclusive of vacation or sick days) and then, within two weeks from the date of this acknowledgement, you will receive either a written response or a request for a meeting to discuss the complaint.
5. As part of the written response or at the meeting, you should either receive a substantive response to your complaint or information about what steps Penn Law will be taking to address your complaint or an explanation that further investigation of your complaint will be necessary.

In instances when further investigation is needed, you will receive within two weeks of the investigation's conclusion either a substantive response or information about what steps Penn Law will be taking to address your complaint.

6. If you are not satisfied with the resolution, please contact Vice Dean Jo-Ann Verrier. Any decisions made on appeal shall be final.
7. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Dean of Students for a period of eight years from the date of final resolution of the complaint.

***Please keep in mind that you can speak with the Dean of Students anytime during this process.***