Students have the right to contest a policy or practice of the College or College staff that is considered improper or unfair, or where there has been deviation from or misinterpretation or misapplication of a practice or policy unrelated to discrimination. Students wishing to file a complaint alleging any act of discrimination in violation of equal employment or education laws or policies should refer to the Discrimination Complaint Resolution Policy.

In keeping with Nicolet’s efforts to maintain fair and impartial practices the College utilizes a two-stage process to resolve student issues unrelated to discrimination. The first stage is the complaint procedure, which utilizes a more informal approach to reach a satisfactory resolution. The second stage is a grievance procedure, which is more formal in nature.

Nicolet Area Technical College, in accordance with the United States Department of Education regulation 34 CFR Ch. VI 602.16 (a)(1)(ix), maintains a log of student grievances. The log contains the following information:

- the date the grievance was first formally submitted to an appropriate institutional officer;
- the nature of the grievance;
- steps taken by the College to resolve the grievance;
- the institution’s final decision regarding the grievance;
- and any other external action initiated by the student to resolve the grievance.

The “Complaint and Grievance Procedure for Nicolet College Students” is available to students on the College website, the Welcome Center, and in the College Human Resources Office, located in the University Transfer Center, or by calling (715) 365-4450. Students should be aware of the timelines associated with the complaint and grievance procedure.