
Student Name (Please Print)

Student ID

Term and Year

STUDENT COMPLAINT/GRIEVANCE FORM

Please indicate whether this is a complaint or a grievance. Complaint ____ Grievance ____

Student Address _____

Student Email _____

Daytime Phone _____ Evening Phone _____

Incident Date _____

Student(s) or Staff Member(s) Involved _____

Brief Description of Complaint/Grievance _____

Student Requests Remedy/Relief as follows _____

I hereby attest that the above information is true to the best of my knowledge.

Student's Name or Representative (PRINT)

Signature

Date

Please do not write below this line

APPROVED/DENIED

ACTION TAKEN: _____

PROCEDURES FOR STUDENT COMPLAINT/GRIEVANCE

The student is encouraged to pursue academic and occupational studies and other college sponsored activities that will promote his/her intellectual growth, career aspirations, or personal development. In pursuing these ends, the student should be free of unfair and improper action by any member of the academic community. When a student feels that he/she has been subjected to unfair and improper action or denied his/her rights by a member of the academic community, he/she can seek redress according to the following procedures. Grievance actions may be initiated by a student against another student, an instructor, an administrator, or a member of the classified staff.

*See the current Student Handbook for actions that are grounds for student grievance under each category.

#1- Grading

#2-All other grievances except grading

PROCEDURES FOR PRELIMINARY ACTION FOR ANY TYPE OF GRIEVANCE

The petitioner shall first attempt to resolve it by the following preliminary actions: Confer with the person against whom he/she has the alleged grievance and if that proves impossible or unsatisfactory, confer with the Vice President of Student Services or designee. The Vice President shall make written recommendation to the Petitioner and Respondent for the disposition of charges within ten (10) school days of the final conference. If the petitioner feels that the issue has not been resolved by either of the two above actions, he/she may submit in writing to the Vice President of Student Services a signed statement specifying the time, place, and nature of the alleged grievance and a list of witnesses and a summary of the testimony they would give the Vice President or designee. The signed statement must be submitted within ten (10) school days of the final conference.

SECONDARY ACTION – GRIEVANCE CATEGORY #1 – GRADING

Within three (3) school days after receiving a signed statement of an alleged grievance involving a disputed grade, the Vice President of Student Services shall refer the matter to an Academic Fairness Committee that will then conduct a formal hearing to establish findings of fact and to recommend if the grade is fair or unfair.

SECONDARY ACTION – GRIEVANCE CATEGORY #2 – ALL GRIEVANCES EXCEPT GRADING

Within one (1) school day after receiving a signed statement of an alleged grievance in non-grading situations, the Vice President of Student Services shall make a determination as to whether further investigation is needed. Within (5) school days the Vice President of Student Services will either determine the disposition of the alleged grievance or refer the alleged grievance to the Student Grievance Committee.