

Student Grievance Form

(To be completed by student)

Name of Student		Date
Student's EMPLid #		Student's Telephone #
Semester/Year		Class (if applicable)

Before completing this form, every effort should be made to resolve the issue with the employee informally. If, after meeting informally with the employee, you are not satisfied with the outcome, please follow the steps outlined below.

Grievance: (Check any that apply)

Grade Dispute (academic issue)

Issue with Instructor or Staff Member
(academic or nonacademic issue)

Final Grade Appeal (academic issue)

Issue with Class (academic or nonacademic issue)

Issue with a College Procedure (academic or nonacademic issue)

Step A: Please provide a description of your grievance in **Box I** on the back of this form.

Step B: You must schedule a meeting with the instructor or staff member involved and have that person fill out **Box II** on the back of this form.

Step C: For issues that are not resolved by meeting with the instructor or staff member (Completion of Step B), schedule a meeting with the program head and/or supervisor for that department. Following the meeting, the program head or supervisor will complete **Box III** and notify the student of the grievance decision. If your instructor is the program head, or if the staff member is the department supervisor, skip to Step D.

_____ *Have student initial here if the issue has been
Program Head or Supervisor's Signature Date satisfactorily resolved _____

Step D: If you are not satisfied with the result of the grievance process at Step C, schedule a meeting with the appropriate dean. If there is no dean for that area, skip to Step E. Following the meeting, the dean will complete **Box IV** and notify the student of the grievance decision.

_____ *Have student initial here if the issue has been
Dean's Signature Date satisfactorily resolved _____

Step E: If you are still not satisfied with the outcome of the grievance after completing the steps outlined above, you may appeal to the appropriate Vice President following Step D of the Student Grievance Policy. You must appeal the result within five business days of the date listed in the last step completed above. The decision of the Vice President is final. The Vice President will complete **Box V** and notify the student of the grievance decision.

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Box I: Student - Place short description of grievance here:

Attachments with _____ pages

Student's Signature/Date

Box II: Instructor/Staff - Explain results of meeting with student here:

Attachments with _____ pages

Instructor/Staff's Signature/Date

Box III: Program Head/Supervisor - Explain results of meeting with student and faculty here:

Attachments with _____ pages

Program Head/Supervisor's Signature/Date

Box IV: Dean - Explain results of meeting with student, faculty, and/or program head here:

Attachments with _____ pages

Dean's Signature/Date

Box V: Vice President - Explain results of meeting with student, faculty, and program head, and/or dean here: Attachments with _____ pages

Vice President's Signature/Date