

V.5.



Student Grievance Form

Student Information

Student Name: _____ Date: _____

Address: _____ City/State/Zip: _____

Student ID #: _____ Semester/Year: _____

Home Phone: _____ Cell Phone: _____

School Email: _____ Preferred Email: _____

Complaint/Grievance Information

Name of individual and/or department against whom the complaint/grievance is filed:

Describe your complaint/grievance in detail. Include date/s of occurrence (be as specific as possible). Attach additional sheets, if necessary, along with any documentation that will help describe and substantiate the complaint. Are there any witnesses who should be interviewed? If yes, list names and contact information.

Students are encouraged to discuss their concerns and complaints through informal conferences with the appropriate campus administrator. Have you made an attempt to resolve this complaint or grievance with the individual and/or department involved? Yes No

If yes, describe the outcome: (Attach any additional comments, if necessary).

What outcome do you hope to achieve after talking to the appropriate college official(s)? Attach additional sheets, if necessary.

I understand the information contained in the grievance form will be held confidential to the extent possible. Grievance information may be shared with college officials in order to conduct a thorough investigation. I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions, in accordance with college policies.

Signature:

Date: