It is the policy of the College to provide a system to channel and resolve formal and informal student complaints concerning decisions made or actions taken. Complaints regarding discrimination, sexual violence, sexual harassment, and academic matters, excluding individual grades will be addressed in accordance with the Student Grievances and Complaints Procedure. A decision or action can only be grieved if it involves a misapplication of the College’s policies, procedures, or regulations, or a state or federal law.

This procedure must be initiated by the student within thirty (30) instructional weekdays of becoming aware of a decision, action, or event giving rise to the grievance. Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally.

This form is to be used by all students regardless of delivery modes—traditional, face-to-face, online, or offsite locations.

| Student Name______________________________ | Student ID #______________________________ |
| Address______________________________________________________________________________ |
| Telephone Number__________________________ | Program of Study___________________________ |
| Faculty Advisor____________________________ | |

Name of Staff/Faculty Member Against Whom Grievance is Alleged______________________________________________

Did you contact the staff or faculty member?  ______________YES  ______________NO

Date of the Contact___________________________ Date of the Conference___________________________

Was the problem resolved?  ______________YES  ______________NO

If NO, please complete the next section of the grievance form.

Briefly describe why you do not feel the problem was resolved.
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Date of the Incident_________________________ Time of the Incident_________________________

Describe the grievance.
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
THIS FORM MUST BE RETURNED TO THE OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS WITHIN 30 INSTRUCTIONAL WEEKDAYS OF BECOMING AWARE OF A DECISION, ACTION, OR EVENT GIVING RISE TO THE GRIEVANCE.

IF THERE ARE QUESTIONS ABOUT THE GRIEVANCE PROCEDURE, PLEASE CALL 803-778-7855.