



## Contact Information

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Phone Number: [C] [H] (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

## Course Information

Course Number & Title: \_\_\_\_\_

Class Number: \_\_\_\_\_ Semester: \_\_\_\_\_

Instructor: \_\_\_\_\_

I CERTIFY THAT MY FOLLOWING STATEMENTS ARE TRUE, CORRECT, AND COMPLETE.

\_\_\_\_\_

Student Signature Date

PLEASE CHECK THE BOX CORRESPONDING TO THE TYPE OF ACADEMIC GRIEVANCE THAT YOU ARE SUBMITTING.

- |                                     |  |                                     |                                     |
|-------------------------------------|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Grade      | <input type="checkbox"/> Exam  | <input type="checkbox"/> Instructor | <input type="checkbox"/> Withdrawal |
| <input type="checkbox"/> Assignment | <input type="checkbox"/> Other Academic Issue (Please Specify) _____ |                                     |                                     |

DESCRIBE THE NATURE OF YOUR COMPLAINT AS THOROUGHLY AS POSSIBLE. GIVE REASONS FOR YOUR POSITION AND PROVIDE DATES AND DETAILS.

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WHAT DOES THE COURSE SYLLABUS STATE ABOUT AREAS RELATED TO YOUR GRIEVANCE?

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IN ONE OR TWO SENTENCES, EXPLAIN WHAT YOU FEEL SHOULD BE DONE TO REMEDY THE SITUATION.

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THE FOLLOWING DOCUMENTATION IS REQUIRED. PLEASE ATTACH ALL MATERIALS RELATED TO YOUR GRIEVANCE (eg. syllabus, test results, grading rubric, correspondence, etc.).

STEP  
1

The first step in the grievance process is to discuss the issue with your instructor in an attempt to resolve the issue. This step must be done within 15 (working) days of the occurrence of the issue.

### Result of the Meeting

DATE OF THE MEETING: \_\_\_\_\_

#### Student:

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Student Signature

Date

#### Instructor:

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Instructor Signature

Date

STEP  
2

IF AND ONLY IF the issue is still unresolved, the next step in the grievance process is to see the Division/Department Chair with the completed Student Academic Grievance Form in hand within 10 (working ) days of meeting with your instructor.

## Result of the Meeting

DATE OF THE MEETING: \_\_\_\_\_

### Student:

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Student Signature

Date

### Division Chair:

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Chair Signature

Date

STEP  
3

IF AND ONLY IF the issue is still unresolved, see Heather McAnerney , Office of Academic Affairs, with all paperwork in hand within 10 days of meeting with the Chair. The appropriate administrator will meet with the student, faculty member, and the Division/Department Chair and attempt to resolve the issues. This is the final step for issues concerning grades.

## Result of the Meeting

DATE OF THE MEETING: \_\_\_\_\_

### Student:

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Student Signature

Date

### Dean/VP:

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Dean/VP Signature

Date

IF AND ONLY IF the issue is NOT grades and the issue is still unresolved, forward your paperwork to the College President. Final written resolution will come from the College President or designee. This is the final step.