



# Student Grievance Form

This Student Grievance Form provides guidance for students in following the grievance process for academic and non-academic grievances, and complaints of unlawful discrimination or unfair treatment. Use this form to document your grievance. For additional information about the grievance process, please refer to the full Student Grievance procedure in the Student Handbook.

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_@email.vccs.edu Alternate Phone: \_\_\_\_\_

**Respondent**, the person against whom the grievance is made: \_\_\_\_\_

**Please indicate the type of grievance:**  Non-academic  Academic  Discrimination

**In the space below, state your grievance.** Be as specific as possible. If this is an academic grievance (including a grade appeal), please give the faculty's name, course name, and number. Please identify any specific policy or procedure you believe was applied to you unfairly, or the basis for any claim of unlawful discrimination against you (for example, race, sex, disability, etc.). If you need additional space, please attach a brief statement.

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If you have attached any documents to this form, please list them in the space below and indicate how they support your grievance.

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In the space below, please state the remedy you are seeking.

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**Level One:** Within ten (10) business days of the action you are grieving, you are encouraged to contact the person with whom you have the grievance and attempt to resolve the issue informally. In some cases, it may not be appropriate or possible to contact the person against whom you have a grievance. Please see the full policy in the Student Handbook for more information.

Date completed: \_\_\_\_\_

Describe what happened: \_\_\_\_\_

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**Level Two:** If the matter is not resolved, you may submit a written grievance to the immediate supervisor within ten (10) business days of completing Level One.

Date completed: \_\_\_\_\_

Describe what happened: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Level Three:** If the matter is still not resolved, you may appeal in writing to the Dean of Student Success within ten (10) business days of receiving the outcome at Level Two. Include a copy of the Level Two decision and any supporting documents.

Date submitted: \_\_\_\_\_ Decision/Resolution: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Level Four:** If the decision of the Dean is not satisfactory, you may appeal to the Vice President for Academic & Student Services. The Vice President must receive a copy of the appeal with all prior decisions and any additional documentation within ten (10) business days of the Dean's decision.

Date submitted: \_\_\_\_\_ Decision/Resolution: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Level Five:** If you are not in agreement with the resolution at this level, you may appeal in writing to the Judicial Board within ten (10) business days of receiving the response from the Level Four appeal. Include a copy of the prior decisions and any additional supporting documentation.

Date submitted: \_\_\_\_\_ Decision/Resolution: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Please note that any additional appeals will need to be addressed directly to the President within ten (10) business days of the Judicial Board's decision. The President's decision is final.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date