

Student Grievance Form

Revised 07/01/2023

The Student Grievance Procedure is designed to provide students due process when they believe college policy has been compromised. Grievable issues must be related to interpretation or application of college policy. Personal opinions, matters of taste or preference, and circumstances covered by external rules, laws, or guidelines are not typically grievable under the Student Grievance procedure. For additional information about the grievance process, please refer to the Student Grievance Policy located online. This form is required for all grievances and must be initially filed with the Dean of Student Success.

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

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.

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

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

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 online for more information.

Date completed: _____ Describe what happened: _____

Level Two: If the matter is not resolved, you may submit a written grievance to the Dean of Student Success within ten (10) business days of completing Level One. If a mutually agreed-upon solution cannot be reached, the Dean of Student Success will submit the grievance to the respondent's supervisor for investigation and decision, and attach notes regarding the fact-finding process to this form.

Date completed: _____ Decision/Resolution: _____

Level Three: If the matter is still not resolved, you may appeal in writing to the Vice President of Academic and Student Services 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 Vice President is not satisfactory, you may request an appeal by the Judicial Review Committee within ten (10) business days. The written request must be attached to the Student Grievance Form and include any documentation that has been presented in the prior steps. Include a copy of the Level Three decision and submit those documents to the Dean of Student Success, who will convene the judicial committee within 30 days.

Date submitted: _____ Decision/Resolution: _____

Level Five: If the decision of the Judicial Review Committee is not satisfactory, you may submit a written request of appeal to the President within ten (10) business days of the Level Four decision. Include a copy of the prior decisions and any additional supporting documentation. The President will review the judicial committee's findings and issue a decision within ten (10) business days of receiving the response from the Level Four appeal. The president's decision is final.

Date submitted: _____ Decision/Resolution: _____

Student's Signature

Date