Academic Affairs Grievance Form

Name _____ **Date** _____

Program of Study _____ **Student ID#** _____

Phone Number (_____)_____**Email Address** _____

Please state your concern/grievance in the space provided below. The Academic Affairs office will investigate the concern/grievance and will issue a response in a timely manner.

My grievance is in reference to: _____

The grievance is against (provide name): _____

If the grievance is against an Instructor, provide the name of the course? _____

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Student Signature _____

Return this form to Academic Affairs Office.

Response from Academic Affairs Office:

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Student Notified by:

____ Email

____ Letter

____ Phone

RESPONSE from _____, _____

Name ***Title***

Date _____, 20____

As set forth in full in the student handbook/course catalog, Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Title IX/Equity Coordinator: Special Services Manager, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7382; ADA/Section 504 Coordinator: Special Services Coordinator, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7258. Any complaints filed against the Title IX/ Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by the Vice President for Student Affairs, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7348.