



# STUDENT GRIEVANCE FORM

The student should first complete an informal grievance process before filing a formal grievance. A student has approximately 10 business days from the date of the incident being grieved to resolve the complaint informally by approaching the instructor, department chair, or any other staff or faculty member directly involved in the grieved incident. Where this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure.

When the student cannot resolve his or her complaint informally, he or she may use the formal grievance procedure. Within 15 business days of the incident being grieved, the student must file a formal grievance in the Office of the Vice President for Student Affairs (VPSA) with the following information: name, date, brief description of the incident being grieved, remedy requested, informal remedy attempted by student and outcome statement, remedy requested, and signature.

1. The VPSA, or her designee, will investigate the matter and supply a written response to the student within approximately 15 business days.
2. If the grieved incident involves possible unlawful harassment or discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: *Unlawful Harassment and Discrimination of Students*.
3. If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence and the grievance will not be processed until the disciplinary procedure has run its course.
4. The VPSA, or her designee, shall be granted an additional 15 days to investigate the grievance upon notice to the grieving student.
5. If the grievance is against the VPSA, the student shall file the grievance with the Office of the President.

(Reference: SCTC Student Handbook under "Student Grievances")

Student Name \_\_\_\_\_

Student ID# \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_

Program \_\_\_\_\_

Department \_\_\_\_\_

Course \_\_\_\_\_

Instructor \_\_\_\_\_

Date of Incident \_\_\_\_\_

**Brief Description of Incident**

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