



FORMAL GRIEVANCE/COMPLAINT FORM

Name of Student: _____ Student I.D.#: _____

Reason not satisfied with outcome of informal process:

Yes, I want to move to the Formal Grievance Process.

Student Signature: _____ Date: _____

To be completed by VPSA.

Additional Information, Witnesses, etc.:

New Outcome:

Decision Letter with Opportunity to Appeal Mailed: (Date) _____

Vice President for Student Affairs Signature: _____

Date Appeal Received: _____

Appeal Filed: Yes No

As set forth in full in the Student Handbook/Course Catalog, Southern Crescent Technical College is an Equal Opportunity Institution and does not discriminate on the basis of race, color, national origin, sex, age or disability.