



SOUTHERN CRESCENT TECHNICAL COLLEGE
INFORMAL GRIEVANCE/COMPLAINT FORM

Received by: _____
Date: _____
Referred to: _____

A student should use this form to file a grievance/complaint. Grievable issues relate to student advisement, improper disclosure of grades, unfair testing procedures, and poor treatment of students.

[This procedure does not address complaints related to the unlawful harassment (including sexual harassment), discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure. Non-grievable Issues are issues that have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, etc.) and student must take advantage of the process in place.]

Please ensure all necessary information/relevant information is included. All correspondence concerning this matter will be sent to the address or e-mail provided below.

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

Home Address: _____

Phone: _____ Email: _____

Program of Study: _____ Campus: _____

Statement of Grievance/Complaint (Use additional sheets if needed.):

Remedy Requested:

Student Signature: _____ Date: _____

College Representative Signature: _____ Date: _____

Resolved Informally: Yes [] No []
Move to Formal Grievance Process: []
Within 15 business days, of the incident being grieved, student must file a formal grievance in the Office of Vice President for Student Affairs or the tech college president's designee.

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.