



## GRIEVANCE/COMPLAINT FORM

**Informal Grievance Procedure: Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.**

- A student has 10 business days from the date of the incident being grieved to resolve the matter informally by approaching their 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 grievable issue, the student may proceed to the formal grievance procedure.

**Formal Grievance Procedure: Where a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.**

- Within 15 business days of the incident being grieved, the student must file a formal grievance with the office of the Vice President for Student Affairs (VPSA) or the technical college president's designee.

**Name of Student:** \_\_\_\_\_ **Student I.D. #** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Brief description of incident being grieved:**

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**Remedy requested:**

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**Informal remedy attempted by student and outcome:**

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**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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.