

NOTE: This form is not submitted until after the student has submitted an [online Student Complaint Form](#) and the College has concluded mediation procedures in accordance with the College's [Student Grievance Procedures](#) policy.



STUDENT GRIEVANCE FORM

Please exercise care in completing this form. Take the time to print or write clearly.

Student Name:

Student's Identification Number:

Today's Date:

Date of the Alleged Grievance:

Location of the Alleged Grievance:

Time of the Alleged Grievance:

Name of the Respondent:

Describe the Alleged Grievance

Instructions: Be specific. Describe clearly the alleged grievance. (If necessary, seek assistance from a person of your choice in preparing this form.)

Please attach to this form any written and signed statements or other evidence which support your description of the alleged grievance.

Note: If you have already submitted an online *Student Complaint Form* and have no additional information to provide you may check here: _____ and just sign and date the form on the second page.

Describe the Alleged Grievance (Continued):

What remedy/solution are you seeking?

Please list all attachments you are including with this form

Signature: _____

Date: _____