



## Student Grievance Form

---

**This form is used to document your grievance and to facilitate the student grievance process. If you wish to file a grade, tuition, residence, disability or any other student appeal, please refer to your student handbook for the appropriate appeal procedure. This form also provides a brief summary of the steps to take to resolve your grievance. Consult your student handbook for more information on the student grievance procedure.**

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Semester:  Fall  Spring  Summer Advisor: \_\_\_\_\_  
Person filing grievance against (if applicable): \_\_\_\_\_  
Course Name & Section (if applicable): \_\_\_\_\_

1. This problem has already been discussed with: (Check and initial)

Employee  Departmental Supervisor  Division Dean  Student Services  
Involved \_\_\_\_\_

2. Problem/Area of Concern generally falls within (Check appropriate box(es):

Course delivery/presentation  Book/Materials  
 Syllabus Requirements  Evaluation Techniques  
 Attendance/Tardiness  
 Employee Conduct  Other: \_\_\_\_\_

3. Provide a statement that briefly and clearly outlines the nature of your complaint. Be as specific as possible.  
(Additional pages may be attached)

4. Provide a statement that briefly and clearly outlines the steps you have already taken to resolve your issue.  
(Additional pages may be attached)

5. What remedy or corrective action are you requesting?

6. Can you name other person(s) who will support or verify your statement?

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_ (4) \_\_\_\_\_

7. Attach any written documentation you have to support your grievance.

**NOTE:**

No action will be taken on this matter until it has been reviewed in accordance with the Policies and Procedures of Craven Community College (within five (5) business days of this form being filed).

The information I am providing in this statement is true, accurate, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Student Grievance Procedure Summary**

Date of Grievance Event: \_\_\_\_\_

Contact or Meeting Date: \_\_\_\_\_

**Step 1:** Within ten (10) business days of the action you are grieving, you should contact the person with whom you have the grievance and attempt to resolve the issue informally. Every reasonable effort should be made by all parties to resolve the matter informally at this level. If you are not satisfied with the disposition of the grievance in the first step, you may file a written appeal to the immediate supervisor of the employee involved within five (5) business days.

**Step 2:** If the matter is not resolved at step one, you must complete and submit this form to the immediate supervisor of the college employee mentioned in step one within five (5) business days to appeal. Please refer to your student handbook for more information on step two procedures.

**Step 3:** If the matter is still not resolved at step two, you must request a hearing in writing to the appropriate Vice President within five (5) business days after receipt of the disposition of the grievance at step two to appeal. Please refer to your student handbook for more information on step three procedures.