



## SCC STUDENT ACADEMIC GRIEVANCE FORM

Name

Student ID#

Date

Address

City

State

Zip

Day Phone #

Evening Phone #

PROGRAM OF STUDY \_\_\_\_\_

DATE(S) GRIEVABLE ISSUES OCCURRED \_\_\_\_\_

ACCORDING TO THE SCC COLLEGE CATALOG, ACADEMIC GRIEVANCE IS DEFINED AS:

“an appeal of a dismissal from an academic program not in accordance with college or program policy. An academic grievance must be based on at least one of the following: arbitrary and/or capricious action on the part of the faculty member including dismissal from a program on some basis other than performance in the course or program and compliance with policy; application of standards different from those that were applied to other students in the same course or program; or dismissal from a program not in accord with the program standards”

An attempt should be made by both parties to resolve the grievance in a timely fashion and at the lowest possible level of involvement.

Within ten (10) days from the date the grievant could have reasonably gained knowledge of the alleged misapplication or non-application of College rules or policies, the student must communicate with the involved participants, including, but not limited to, instructor, the program chair, the division dean, or the involved staff as a first attempt to resolve the grievance informally.

Students are encouraged to seek resolution of the grievance through the informal process. If the grievance is not resolved at this level, the Formal Grievance Procedure may be initiated.

Please describe the alleged violation of stated College policy or procedure (please include additional information and documentation as needed on a separate piece of paper)

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1. What attempts have been made to resolve this grievance through the informal procedure