

SCC STUDENT NON-ACADEMIC GRIEVANCE FORM

Name

Student ID#

Address

City

State

Zip

Non-academic grievance is a formal dispute between a student and a college employee about the understanding and/or application of college policy or procedure; the policy or procedure was applied unfairly and/or in a different manner than it was applied to others; an administrative error was made in the application of the policy or procedure.

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

1. What attempts have been made to resolve this grievance through informal procedure and which College staff/faculty have you involved in the informal grievance resolution procedure:

2. Describe the results of attempting to solve the grievance informally:

Please describe the resolution being requested