

Student Grievance Form

This Student Grievance Form provides guidance for students in following the grievance process for academic and non-academic grievances, and complaints of unlawful discrimination or unfair treatment. Use this form to document your grievance. This form also serves as the written grievance for Level Two and Level Three, though it is possible to resolve your grievance without going through all three levels. For information about where to submit this form, please refer to the full Student Grievance process at <http://www.nvcc.edu/current-students/policies-forms/docs/StudentGrievanceProcedures.pdf>.

Name: _____ NOVA Student ID#: _____

Address: _____ Work Phone: _____

_____ Home Phone: _____

Email: _____@email.vccs.edu Cell Phone: _____

Respondent, the person against whom the grievance is made: _____

Please indicate the type of grievance (Check all that apply): Non-academic Academic Discrimination

In the space below, state your grievance. Be as specific as possible. If this is an academic grievance (including a grade appeal), please give the faculty's name, course name, and number. Please identify any specific policy or procedure you believe was applied to you unfairly, or the basis for any claim of unlawful discrimination against you (for example, race, sex, disability, etc.). If you need additional space, please attach a brief statement.

If you have attached any documents to this form, please list them in the space below and indicate how they support your grievance.

In the space below, please state the remedy you are seeking.

Level One: Within twenty (20) business days of the action you are grieving, you are encouraged to contact the person with whom you have the grievance and attempt to resolve the issue informally. In some cases, it may not be appropriate or possible to contact the person against whom you have a grievance. Please see the full policy in the Student Handbook for more information.

Date completed: _____

Describe what happened: _____

Level Two: If the matter is not resolved, you may submit a written grievance to the appropriate College employee within twenty (20) business days of completing Level One. Please see the full policy in the Student Handbook to determine the correct College employee to whom you should submit the written grievance.

Date completed: _____

Describe what happened: _____

Level Three: If the matter is still not resolved, you may appeal in writing to the Academic Council member (Provost or Vice President with responsibility for the respondent's division) within ten business days of receiving the outcome at Level Two. Include a copy of the Level Two decision and any supporting documents.

Date submitted: _____

Student's Signature

Date