



# Student Grievance

CCC&TI is committed to mutual respect among all constituents of the college community. The purpose of this procedure is to provide CCC&TI students an equitable and orderly process to resolve grievances other than grade appeals.

Definition: A grievance exists in any situation in which students feel that there has been a violation, misinterpretation, or misapplication of an existing college policy. The college prohibits discrimination or harassment in its education activities and programs based on race, color, national origin, religion, sex, gender identity, sexual orientation, pregnancy, disability, genetic information, age, political affiliation, or veterans' status.

Every attempt should be made to resolve violations of policy in an informal manner and only when these attempts are not successful should the formal procedure be utilized, except in the case of harassment and unlawful discrimination. These cases will be handled through Policy 6.23 (Unlawful Discrimination and Harassment Policy) and Procedures 6.23.1 (Unlawful Discrimination Procedure) and 6.23.2 (Sexual Harassment Procedure). Persons involved in the grievance procedures shall not be coerced, intimidated, or suffer any reprisal.

## Student Information

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

E-mail address \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Date of incident that is cause of grievance \_\_\_\_\_

**Step 1: Discuss the grievance with person alleged to have caused the grievance and their supervisor.**

(If the grievance is against the vice president of student services, the president will perform the functions of the vice president of student service as required by the Student Grievance Policy.)

**Explain the nature of the grievance.**

**List the college policy that has been violated.**

**Incidents and/or facts supporting claim of grievance.**

**Requested solution or remedy.**

**Explain the informal actions you have taken to resolve this situation (be specific)**

**Step 2: Request for Hearing**

If the grievance is not resolved satisfactorily in Step I, it may be appealed to the Grievance Committee, who will make a decision regarding the grievance. This decision shall be binding to all parties.

I hereby request a hearing before the Grievance Committee pursuant to the Student Grievance Appeal Procedure. I understand that this hearing will be closed and that only those persons may attend who are authorized in the Student Grievance Policy and Procedures or are otherwise permitted by the Committee. I understand that I may be asked to release confidential matters concerning my college records for discussion during the hearing and hereby consent to all of such records being made available to those persons involved in the hearing. I further understand that if I intend to have counsel present, I must notify the college of this intent at least two (2) business days before the hearing.

**Particular area of disagreement with decision of the vice president of student services or designee.**