



## SCC STUDENT ACADEMIC GRIEVANCE FORM

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

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

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Day Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_

**PROGRAM OF STUDY:** \_\_\_\_\_

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

**ACCORDING TO THE SCC COLLEGE CATALOG, AN 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 and which College staff/faculty have you involved in the informal grievance resolution procedure:

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

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**Please describe the resolution being requested:**

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The Formal Grievance Procedure is available to all currently enrolled students of the College in an attempt to provide equitable solutions to concerns and problems that may arise and is initiated if the Informal Grievance Process has not resulted in a satisfactory/ acceptable resolution.

Within five (5) days from the date the Informal Grievance Process is concluded, the student must complete and submit to the Campus Dean of Students the Student Grievance form. Forms can be obtained from the Dean of Students. The Campus Dean of Students will, within five (5) days, or on a date mutually agreed upon by the Dean and grievant, appoint a minimum of five (5) members to the Grievance Hearing Committee.

**Please complete the following statement:**

A witness and/or an advisor with specific personal knowledge of the situation is permitted to attend. This person will not be permitted to speak independently for the student or in his/her stead. Please indicate the following:

\_\_\_\_\_ I do not intend to invite a witness/advisor to the hearing.

\_\_\_\_\_ I request that the following witness attend the hearing: \_\_\_\_\_

For additional information on the Grievance Hearing Process, please consult the current SCC College Catalog under the Academic and Non-Academic Grievance section or in the Student Code of Conduct.

**\*\*\*Please submit this completed form to the Dean of Students. Be sure to include any additional documentation to be reviewed by the Grievance Hearing Committee\*\*\***

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Dean of Students Signature

\_\_\_\_\_  
Date Received