

**CENTRAL CAROLINA TECHNICAL COLLEGE
STUDENT GRIEVANCE FORM**

It is the policy of the College to provide a system to channel and resolve student complaints concerning decisions made or actions taken. Complaints regarding discrimination, sexual violence, sexual harassment, and academic matters, excluding individual grades will be addressed in accordance with the Student Grievances and Complaints Procedure. A decision or action can only be grieved if it involves a misapplication of the College's policies, procedures, or regulations, or a state or federal law.

This procedure must be initiated by the student within fifteen (15) instructional days of becoming aware of a decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student request and extension within the fifteen (15) instructional day period.

Before initiating the Student Grievance procedure, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally.

This form is to be used by all students regardless of delivery modes—traditional, face-to-face, online, or offsite locations.

Student Name _____ Student ID # _____

Address _____

Telephone Number _____ Program of Study _____

Faculty Advisor _____ Email Address _____

Name of Staff/Faculty Member Against Whom Grievance is Alleged _____

Did you contact the staff or faculty member? _____ YES _____ NO

Date of the Contact _____ Date of the Conference _____

Was the problem resolved? _____ YES _____ NO

If NO, please complete the next section of the grievance form.

Briefly describe why you do not feel the problem was resolved.

Date of the Incident _____ Time of the Incident _____

