



SCC STUDENT NON- ACADEMIC GRIEVANCE FORM

Name Student ID# Date

Address City State Zip

Day Phone # Evening Phone #

PROGRAM OF STUDY:

DATE(S) GRIEVABLE ISSUES OCCURRED:

ACCORDING TO THE SCC COLLEGE CATALOG, A NON-ACADEMIC GRIEVANCE IS DEFINED AS:

"A non-academic grievance is a formal dispute between a student and a college employee about the understanding and/or application of the policies and procedures of the campus or college that negatively affects the student. A non-academic grievance may be based on one of the following claims: the decision made was made on unreasonable grounds or without any proper consideration of circumstances by a college employee or administrative office; 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 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):

Multiple horizontal lines for text entry.

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:

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

Please describe the resolution being requested:

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