



### NON-ACADEMIC GRIEVANCE FORM

A student who wishes to raise a concern about a non-academic issue must initiate the process. The process requires the student to complete an “Non Academic Grievance” form and submit it to the person, instructor, staff, or administrator against whom the complaint is being made. If the grievance is resolved at that time, no further action is needed but both student and respondent should keep a record of the complaint with copies forwarded to the offices of area/office director, and divisional Vice President within five business days.

If the grievance is not resolved, the student should appeal to the supervisor of the person, against whom the complaint is being made. If the grievance is resolved with this person, no further action is needed but, as above, a record of the grievance and its resolution should be sent to the next lines of authority.

If the grievance is still not resolved, the same procedure may be used to appeal to the next line of authority. If the matter remains unresolved, the grievance may be appealed to divisional vice president, whose decision is final. At each line of authority, the Non-Academic Grievance form is completed and moved to the next level by all involved in the grievance process.

**Student's Name:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

Write a brief statement explaining the nature of your grievance, including any prior actions (use additional sheets if needed):

List the documents that support your position (list them here and attach copies. Do not submit originals):

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name of person against whom grievance is filed: \_\_\_\_\_

**First Respondent's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Action Taken (Use additional sheets if needed. Note: List them here and attach copies. Do not submit originals):

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NON-ACADEMIC GRIEVANCE FORM – Page 2**

**Second Respondent's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Action Taken (Use additional sheets if needed. Note: List them here and attach copies. Do not submit originals):

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Third Respondent's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Action Taken (Use additional sheets if needed. Note: List them here and attach copies. Do not submit originals):

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vice President's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Action Taken (Use additional sheets if needed. Note: List them here and attach copies. Do not submit originals):

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_