



Request for Grievance Hearing

This form must be submitted to the Student Discipline Office
within ten (10) instructional days after meeting with the school dean or supervisor

Name: _____ SID#: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

A copy of the Statement of Grievance form and the statement of grievance must be attached to this form at the time of submission.

Informal Process Completed on: _____

As outlined in the Student Handbook, the determination of whether the statement of grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance
- The grievant is a student, which includes applicants and former students
- The grievant is personally and directly affected by the alleged grievance
- The grievance was filed in a timely manner
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for the purpose of harassment
- The resolution sought is within the purview of the Grievance Hearing Panel

I am not satisfied with the resolution rendered at the informal level and would like to request a grievance hearing.

Student's Signature: _____ Date: _____

For Office Use ONLY

Grievance Hearing Committee:

Chair: _____

Faculty: _____ Student: _____

Faculty: _____ Student: _____

Date grievance went to committee for review: _____

Were sufficient grounds presented to justify a hearing: Yes No

Date grievance hearing was held: _____

Date notification letter was sent to student: _____