

Student Grievance Form about Faculty or Staff

As stated in Policy 3.19: Student Due Process: Students who have a grievance with Catawba Valley Community College (CVCC) may have their grievance reviewed. A grievance for purposes of this policy and the corresponding grievance event dates are as follows:

- For a grievance regarding a final course grade received, the event date is the date on which the grade is made available to the student.
- For a grievance regarding a disciplinary action imposed, the event date is the date on which written notice of the disciplinary action was made available to the student.
- For a grievance of other unjust treatment, the event date is the date on which the alleged unjust treatment occurred.

Step 1: Student Resolution for a Grievance about Faculty or Staff

The student should complete the following information about the grievance event and submit this form to the Supervisor of the Faculty or Staff within ten (10) college business days of the “event date” of the incident. The Supervisor will then schedule the meeting with the aggrieved student and the Faculty or Staff where the alleged grievance event originated within five (5) college business days of the receipt of this form. An attempt will be made to resolve the matter equitably and informally at this level.

1. Name of Faculty/Staff who is allegedly responsible for the grievance event:
2. Name of the Supervisor of the Faculty/Staff:
3. The alleged specific grievance:
4. The time, place, and date of the alleged grievance event:
5. Names of any person(s) directly involved and/or witness(es) to the alleged grievance event:
6. Desired solution to the alleged grievance event:

Student Signature

Date

The Supervisor of the Faculty or Staff should use this form to document the meeting in Step 1: Student Resolution for a Grievance about Faculty or Staff. Additional documentation may be attached to this form if necessary.

1. Faculty/Staff/Student(s) present at the informal meeting:

2. Time, place, and date of the informal meeting:

3. Details of the informal meeting:

4. Outcome/solution of the informal meeting:

This grievance is resolved.

This grievance is not resolved. I want to initiate a Step 2: Supervisor Resolution. The student must submit the request to the Dean of the Faculty or Staff within five (5) working days of the conclusion of the Step 1 meeting.

Student Signature

Date

Faculty/Staff Signature

Date

Supervisor Signature

Date

The Dean of the Faculty or Staff should use this form to document the Step 2: Supervisor Resolution for a Student Grievance about Faculty or Staff. Additional documentation may be attached to this form if necessary.

The Dean will respond in writing to the student within five (5) working days of the receipt of the Student Grievance Form. The Dean will also complete the supervisor part of the Student Grievance Form and submit it to the Office of the President at the same time.

Documentation:

Outcome/solution of the grievance:

Dean Signature

Date

- This grievance is resolved.
- This grievance is not resolved. I want to initiate a Student Grievance Committee review. I will submit this request to the Office of the President within five (5) working days of the receipt of the Step 2 written decision.

Student Signature

Date