



## Student Grievance Form about Another Student

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 of unjust treatment, the event date is the date on which the alleged unjust treatment occurred.

### Step 1: Student Resolution for a Grievance about Another Student

The student should complete the following information about the incident and submit this form to the CVCC Student Advocate or designee within ten (10) college business days of the “event date” of the incident. The CVCC Student Advocate or designee will facilitate the meeting with the aggrieved student and the student perceived to be the source of the alleged problem 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 student who is allegedly responsible for the grievance event:
  
2. The alleged specific grievance:
  
3. The time, place, and date of the alleged grievance event:
  
4. Names of any person(s) directly involved and/or witness(es) to the alleged grievance event:
  
5. Desired solution to the alleged grievance event:

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Student Signature

Date



**The Dean of the School of Access, Development, and Success (ADS) should use this form to document the Step 2: Dean Resolution for a Student Grievance about Another Student. Additional documentation may be attached to this form if necessary.**

The investigation may include interviewing the aggrieved student, interviewing the student who is perceived to have committed the alleged problem, interviewing witnesses, reviewing written statements, consulting other College officials, and other appropriate methods to make an informed decision. The Dean of ADS will respond in writing to the aggrieved student and to the student who allegedly caused the problem within five (5) college business days of receipt of the Student Grievance form with the decision. The Dean of ADS will also complete the Dean's 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 of School of Access, Development, and Success 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) college business days of the receipt of the Step 2 written decision.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date