



Student Grievance Form

The purpose of the grievance procedure is to provide students with a system to channel complaints against Mitchell Community College faculty, staff or administration concerning the following: **(1)** alleged discrimination on the basis of age, sex, race, ability or other conditions; **(2)** sexual harassment; **(3)** academic matters, excluding individual grades, except where the conditions in (above) item number one apply; or **(4)** Failure to comply with State Authorization Reciprocity Agreement (SARA) requirements.

Details of the grievance procedure are published on **page (26)** of the **Student Handbook**. To initiate a grievance review, complete this form. The form is submitted directly to the Vice President for Student Services, who will respond to students within (5) business days of receiving this grievance.

Based on the grievance criteria above, please check the box that best describes your grievance:

- 1. Alleged discrimination based on age, sex, race, ability, or another condition
- 2. Sexual harassment
- 3. Academic matters, **excluding** individual class grades (except where conditions of discrimination or sexual harassment may apply)
- 4. SARA: State Authorization Reciprocity Agreement

NOTE: Students who wish to **appeal grades** should contact Richard Zollinger, Interim Vice President for Instruction, at rzollinger@mitchellcc.edu or (704) 878-3264.

Use the space below to provide details of your complaint. Note: you may attach a typed letter or other supporting documents when submitting this grievance.

Semester and Year alleged incident(s) occurred: Fall Spring Summer Year _____

Date Grievance Filed with Mitchell Community College _____

Name of Student *(Please print)* _____ Student ID # _____

Signature of Student _____ Phone Number _____