

Appendix A:

STUDENT GRIEVANCE FORM

Name: Student ID Number: Program:	Address: Phone Number at which you can be reached:

A formal student grievance must meet the following thresholds:

- **The grievance alleges a violation of written policies or procedures, OR**
- **The grievance alleges a written policy or procedure has been arbitrarily, capriciously, or unequally applied, AND**
- **The grievance has not been successfully resolved through** all other Clarkson College processes (i.e., other applicable policies and procedures and appeals or at a minimum an informal meeting has occurred to speak with the person/director regarding the grievance and those directly involved in the complaint)., **AND**
- **The grievance has been communicated in writing and asserts that a formal grievance is being filed.**

Please attach documentation for the following:

- 1. State the decision/policy or incident you are grieving.**
- 2. Describe the circumstances that justify your grievance. Additional evidence should be attached.**
- 3. Summarize your desired outcome from this grievance.**
- 4. Identify any potential individuals who would not be able to have an unbiased view of your complaint (CONFLICT OF INTEREST Identification)**

By filing this Grievance Form, you hereby give Clarkson College permission to gather all pertinent information related to the grievance. This form must be submitted no more than thirty (30) business days from when the incident occurred, or all other Clarkson College processes have been exhausted.

Signature_____ **Date** _____

Appendix B:

GRIEVANCE INFORMATION REQUEST FORM

Name:

Title:

Phone Number:

Student Name:

Decision/policy or incident being grieved by the student:

Grievant Information (provided by VPAA):

Student Name:

Date of Grievance:

Situation being grieved:

Please provide written documentation/evidence related to the grievance prior to
_____ to the VPAA.

(Date Provided)

Signature _____ Date _____

Grievance Form Jan 2018