

**CENTRAL CAROLINA TECHNICAL COLLEGE  
STUDENT GRIEVANCE FORM**

It is the policy of the college to provide a system to channel and resolve formal and informal student complaints concerning decisions made or actions taken. Complaints regarding discrimination, sexual violence, sexual harassment, and academic matters, excluding individual grades will be addressed in accordance with the Student Grievances and Complaints Procedure. A decision or action can only be grieved if it involves a misapplication of the college's policies, procedures, or regulations, or a state or federal law.

This procedure must be initiated by the student within fifteen (15) instructional days of becoming aware of a decision, action, or event giving rise to the grievance. Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally.

**This form is to be used by all students regardless of delivery modes—traditional, face-to-face, online, or offsite locations.**

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Program of Study \_\_\_\_\_

Faculty Advisor \_\_\_\_\_

---

Name of Staff/Faculty Member Against Whom Grievance is Alleged \_\_\_\_\_

Did you contact the staff or faculty member? \_\_\_\_\_ YES \_\_\_\_\_ NO

Date of the Contact \_\_\_\_\_ Date of the Conference \_\_\_\_\_

Was the problem resolved? \_\_\_\_\_ YES \_\_\_\_\_ NO

If NO, please complete the next section of the grievance form.

Briefly describe why you do not feel the problem was resolved.

---

---

---

---

---

Date of the Incident \_\_\_\_\_ Time of the Incident \_\_\_\_\_

Describe the grievance. Add additional sheets if necessary.

---

---

Written complaints about alleged discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law and written complaints about alleged sexual harassment or violence shall be submitted to the college's Policy on Non-discrimination contact.

**Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Vice President for Student Affairs (Chief Student Services Officer).**

**IF THERE ARE QUESTIONS ABOUT THE GRIEVANCE PROCEDURE, PLEASE CALL 803-778-7855.**