

STUDENT GRIEVANCE PROCEDURE

The Student Grievance Procedure provides a system to handle student complaints against faculty, staff, or other students concerning allegations of discrimination, violations(s) of their student rights, or general unfair treatment. **The use of this procedure is not to be used for grade appeals, or claims of sexual harassment/sexual violence.**

After requirements for completing a grievance have been met, all documents must be submitted to the office of the Vice President of Students Affairs within ten (10) class days of the original incident.

Documents to be submitted include:

- The Student Formal Complaint Form
- Any supporting documentation that the student feels is relevant to the complaint.

Note: Whenever possible, students are encouraged to resolve issues at an informal level by discussing the concern with the other party identified as causing or contributing to the complaint. An exception to this would be if the student feels that informal discussion might place them in a compromising position, or expose them to potential risk.

KANSAS CITY KANSAS COMMUNITY COLLEGE STUDENT FORMAL COMPLAINT FORM

STUDENT INFORMATION

Name _____

Student I.D. _____

Mailing Address _____

Phone/Cell _____

E-Mail _____

COMPLAINT/GRIEVANCE

Complaint being filed against:

Student

Faculty

Staff

Name _____

Department _____

Date/Time/ _____

Place of Incident/

How have you attempted to resolve this situation or complaints?

What specific action are you requesting to resolve your complaint/grievance?

Student's Signature _____

Date _____

Complaint Received by _____

Date _____

For more information, contact:
The office of the Vice President of Student Affairs at 913-288-7691