

**FLETCHER TECHNICAL COMMUNITY COLLEGE**

**Student Grievance Form**

**The information and recommendations on this form coincide with the Grievance Policy in the Student Handbook found at [www.fletcher.edu](http://www.fletcher.edu)**  
A sincere attempt must be made to follow the Informal Grievance procedures before filing a formal grievance.

**INFORMAL:** If your grievance involves discrimination on the basis of sex, race or disability, please see the Director of Retention. For grievance against another student, you may request mediation from the Dean of Student Affairs. For grievance against a faculty member, you are strongly encouraged to speak to the faculty member first. If no resolution is reached, speak to the faculty member's Dept. Head. If you need further mediation, speak to the faculty member's Dean. For grievance against a staff member, speak to that person's direct supervisor. If you need further mediation, refer to the staff member's Dean or Dept. Head. If no resolution is reached, the final procedure for an Informal Grievance is to meet with the Dean of Student Affairs.

**FORMAL:** If after pursuing all above stated avenues, the grievance is not resolved, use this form to begin a formal grievance within 5 days following the end of the informal grievance proceedings. Form is to be turned in to the Dean of Student Affairs.

For more information, contact the Office of Student Services at 985.448.7917

Name:		Date Form Completed: <a href="#">Click here to enter a date.</a>	
Student ID:		Phone #:	
Email address:			
What is the basis of the complaint? Choose an item.		If Other:	
Against whom is this complaint being filed? Choose an item.		Name:	
Date, Time, Location of incident:			
Description of incident:			
Any other information you feel is relevant?			
Names of any witnesses:			
Have you attempted to resolve the complaint using the Informal Grievance procedures? Choose an item.			
If not, why not?			
What specific actions or suggestions do you have for resolving this concern/incident/grievance?			
Signature:		Received By:	

Fletcher Technical Community College does not discriminate on the basis of race, color, national origin, gender, gender identity, age, religion, qualified disability, marital status, veteran's status, political affiliation, sex or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. This form can also be found on the Fletcher website. Revised 07/2016.