



CHRISTENDOM COLLEGE

For Office Use Only:

Date Received ___/___/___

Type (Circle):

Academic / Non-Academic / Financial

Initials of College Official: _____

STUDENT GRIEVANCE FORM

Name of person filing grievance: _____

Signature of person filing grievance: _____ Date: _____

Cell phone number: _____

Type of Grievance:

 Policy Issue Issue with a Student Service Financial Issue Issue with a College Employee General Grievance Student Employment Issue

Nature of Grievance: _____

Please attach your grievance to this cover sheet and return it to the appropriate office. All grievances not of an academic, financial, student employment, or College administrative policy nature should be directed to the Director of Student Affairs.

All grievances must be filed within ninety calendar days after the incident/event/issue causing the grievance occurred. After filing a grievance, you will be contacted within ten business days with an initial response, although, often progress will be made sooner than the ten-day time frame.

Please be certain that your grievance includes the following pieces of information.

- *Description of situation and any facts crucial to full understanding of the issue.*
- *Explanation of previous steps you have already taken to resolve the problem, if any.*
- *Names of individuals you believe are responsible and why.*
- *Date situation occurred.*
- *Any individuals who witnessed or have knowledge of the incident/event/issue.*

Before filing a grievance, it is advised that you read the Christendom College Grievance Policy (attached). Any questions about filing a grievance that are not answered by reading the policy should be directed to the Academic Dean, Director of Student Affairs, or Executive Vice President.