

John A. Gupton College
Student Complaint/Grievance Form

Instructions: This form is to be completed when a student wishes to file a formal written complaint, and/or appeal, after he/she has followed the informal complaint process described in the Student Handbook. A student may obtain the form from the administrative office. The form shall be completed and returned to the administrative office within the (10) business days of the incident. The form will be forwarded to the Chairman of the Academic Affairs Committee for review and/or investigation. Following resolution of the issue, the institution will maintain a log of all written student complaints/grievance forms denoting the resolution/outcome of the issue.

I. Date: _____

II. Name: _____

III. Brief Description of the incident regarding the complaint: _____

IV. Remedy Requested: _____

V. Informal Remedy attempted: Provide description. _____

VI. Outcome & Final Resolution: _____

VII. Signed: _____ Title: _____

Date: _____