



# Student Academic Grievance Petition

***A student with an academic complaint shall initiate the informal academic resolution procedure by meeting with the instructor of the course. If there is no resolution, the student meets with the appropriate Dean. Both steps should be documented on the back of this form. If there is still no resolution, the Vice President of Student Services is notified by the Dean of a pending student academic grievance and a Facilitator is assigned to assist the student through the formal student academic grievance process. For a complete copy of the procedure and timelines, go to the [Student Handbook](#) on the Lower Columbia College website.***

## **Student Information:**

Student Name:

Student ID:

Address:

Telephone Number: (home)

(cell)

E-Mail Address:

## **Course Information:**

Quarter Course Taken:

Course Department and Number:

Grade Received:

Instructor's Name:

**Reason for Academic Grievance:** (attach additional pages as necessary)

*Include the nature of your academic grievance, a summary of actions taken by you to resolve the grievance up to this point, and your proposed solutions.*

**Informal Student Academic Grievance Resolution - Procedure Steps:**

**1. Student and instructor have an initial meeting in an attempt to clarify and resolve the perceived problem.**

- During the quarter in which the class was being taken  
 Upon receipt of the grade for the course  
 Grievance resolved       Grievance not resolved

Date: \_\_\_\_\_ Faculty & Student Initials: \_\_\_\_\_

**2. Student and appropriate Dean have a meeting in an attempt to clarify and resolve the perceived problem.**

- During the quarter in which the class was being taken  
 Upon receipt of the grade for the course  
 Grievance resolved       Grievance not resolved

Date: \_\_\_\_\_ Dean & Student Initials: \_\_\_\_\_

**3. Dean notifies the Vice President of Student Services of a pending student academic grievance and the VPSS assigns a Facilitator to assist the student through the formal student academic grievance process.**

- Facilitator assigned \_\_\_\_\_ (name) \_\_\_\_\_ (date)

Date: \_\_\_\_\_ VPSS Initials: \_\_\_\_\_

**Formal Student Academic Grievance Resolution – Initial Procedure Steps:**

1. Student and Facilitator meet to prepare the student's written academic grievance, including steps taken to date, reason for academic grievance, and suggested solution.
2. Facilitator provides the written academic grievance to the VPSS ***within fifteen academic calendar days of the subsequent academic quarter that the grieved grade was assigned, excluding summer quarter.***
3. VPSS informs the Faculty member and Dean that a formal student academic grievance has been filed and the name of the Facilitator ***within three days of receipt of the written academic grievance.***
4. Facilitator provides the Faculty member with a copy of the Student's written academic grievance.
5. Faculty member provides the Facilitator with a written response ***within ten academic calendar days of receipt of the Student's written academic grievance.***
6. *Upon receipt* from the Faculty member, the Facilitator provides a copy of the Faculty member's written response, any additional documentation from the Faculty member, and the Student's written academic grievance to the Dean and VPSS.
7. The Dean, Faculty member, Facilitator, and Student meet in an attempt to resolve the academic grievance ***within ten academic calendar days of receiving all documentation.***
8. Facilitator provides a written report to the VPSS of the meeting outcome.
9. VPSS determines if the content and/or procedure merit a student academic grievance meeting and if so, directs the Chair of the Academic Standards Committee to convene an academic grievance meeting.