

**Paradise Valley Community College Academic Affairs
Student Academic Grievance Form**

PLEASE PRINT

Submission Date _____	
Name _____	ID# _____
Address (include city & zip code) _____	
Home Phone _____	Cell Phone _____
E-mail _____	
Course Number & Title _____	Class # _____
Semester _____	Instructor _____

I certify that my following statements are true, correct, and complete _____
Student Signature

Please check the box that indicates the type of academic grievance you are submitting.

- | | | | |
|-------------------------------------|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Grade | <input type="checkbox"/> Exam | <input type="checkbox"/> Withdrawal | <input type="checkbox"/> Instructor |
| <input type="checkbox"/> Assignment | <input type="checkbox"/> Other Academic Issue (please specify) _____ | | |

Describe the nature of your complaint as thoroughly as possible. Give reasons for your position and provide dates and details. (You may use the back of this paper.)

What does the course syllabus state about areas related to your grievance?

In one or two sentences, explain what you feel should be done to remedy the situation.

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The following documentation is required. Please attach all materials related to your grievance (eg. syllabus, test results, correspondence, etc.). Attach additional pages if you needed.

<p>1. The first step in the grievance process is to discuss the issue with your instructor in an attempt to resolve the issue. This step must be done within 15 (working) days of the occurrence of the issue.</p>	Date of Meeting	Result of Meeting		Signature
		Student		
		Instructor		
<p>2. IF and ONLY IF the issue is still unresolved, the next step in the grievance process is to see the Division/Department Chair with the completed Student Academic Grievance Form in hand within 10 (working) days of meeting with your instructor.</p>	Date of Meeting	Result of Meeting		Signature
		Student		
		Chair		

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<p>3. IF and ONLY IF the issue is still unresolved, see Shannon Monge, Administration Office, with all paperwork in hand within 10 days of meeting with the Chair. The appropriate administrator will meet with the student, faculty member, and the Division/Department Chair and attempt to resolve the issues. This is the final step for issues concerning grades.</p>	Date of Meeting	Result of Meeting		Signature
		Student		
		Dean/VP		
<p>4. IF and ONLY IF the issue is not grades and the issue is still unresolved, forward your paperwork to the College President. Final written resolution will come from the College President or designee. This is the final step.</p>	Date of Meeting	Result of Meeting		Signature
		Student		
		President/ Designee		