



Martin Community College

STUDENT GRIEVANCE FORM

Date: _____

Student Name: _____

Student ID #: _____

Address: _____

(Must include city and zip code)

Semester: _____ Year: _____ Fall Spring Summer

1. Please state the problem (Include additional pages if necessary):

If your problem is course related, please include the following:

Course Title: _____

Prefix: _____ Course Number: _____ Section Number: _____

The information I am providing in this statement is true, accurate, correct, and complete to the best of my knowledge.

Student Acknowledgment Signature: _____

2. What remedy or corrective action are you requesting?

<p>Step 1: The student should first discuss problem with faculty or staff member who is involved.</p> <p>_____</p> <p>This problem has been discussed with: _____</p> <p>Date: _____ Signature of faculty or staff member</p> <p>Action Taken: _____</p>

<p>Step 2: The student should then discuss problem with supervisor of the faculty or staff member who is involved.</p> <p>_____</p> <p>This problem has been discussed with: _____</p> <p>Date: _____ Signature of faculty or staff member</p> <p>Action Taken: _____</p>

Step 3: If the problem is not resolved, the student has five school days after discussing and receiving the signature of faculty/staff member's supervisor to submit this form to the Dean of Academic Affairs and Student Services.

Within five school days of receiving this signed grievance form, the Dean of Academic Affairs and Student Services will call a Hearing Committee to review the problem. Students must include (1) copy of current transcript and (2) any documentation related to the problem along with this form to the Dean of Academic Affairs and Student Services.