

STUDENT GRIEVANCE/COMPLAINT FORM



SECTION 1: PERSONAL INFORMATION

Your full legal name (as enrolled):	Expected year of graduation:
Mailing address:	Major:
City, State, Zip:	Your preferred email address:
Telephone:	Preferred method of contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> U.S. Mail
Your BCC Student ID No.	Last date of attendance (if not currently in attendance at BCC):
Semester, if currently enrolled: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Credits attempted/enrolled this semester:
Please describe if this is a grievance or a complaint:	

SECTION 2: INFORMATION ABOUT YOUR GRIEVANCE/COMPLAINT:

First date on which the incident occurred:	Name(s) of the persons involved:
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Please describe your grievance/complaint in detail. Include the names of persons, locations, and dates involved. Use additional sheets if you need more space. If this complaint is against specific person(s), please list their names and titles.

See BCC Student Handbook, page 32, Grievance Policy for steps, and students' rights & responsibilities, page 33.

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What attempts have you made to resolve this grievance/complaint up to now? Please state who you contacted and what transpired.

Why do you think the incident was not able to be resolved in your prior attempts, if you have attempted to resolve before completing this form?

As a result of this process is there any resolution(s) or outcome(s) you would like?

Is there any person who you do NOT want to be told of your complaint? *(Keep in mind that it may be difficult to resolve if those involved cannot be asked to explain or respond).*

NOTE: RETALIATION AGAINST A STUDENT FOR MAKING A COMPLAINT IS ABSOLUTELY PROHIBITED, AND WILL BE CONSIDERED A SERIOUS VIOLATION OF PROFESSIONAL RESPONSIBILITY.

I hereby certify that the above information is true and correct to the best of my knowledge and belief. I grant permission for this complaint to be forwarded to BCC officials for purposes of investigation and response.

Signature:

Date:
