



## STUDENT GRIEVANCE APPEAL FORM

The PCT Student Complaint and Grievance Procedure requires that students first discuss and/or attempt to resolve a complaint or grievance with the faculty or staff member(s), or other appropriate administrator prior to submitting an Appeal Form.

Appeals must be based on the issue of substantive or procedural errors which are prejudicial. The specific grounds to be addressed are:

- a) Were the procedures of the policy followed?
- b) If a procedural error occurred, were the rights of the grievant violated to the extent that a fair review was not conducted?
- c) Was the review conducted in a way that did not permit the grievant adequate notice and opportunity to present facts?
- d) Was the information presented during the review sufficient to justify the decision reached?
- e) Was there information existing at the time of the review that was not discovered until after the review?

Student's Full Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Student's Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Type of Appeal (Check all that apply):

Academic       Student Services       Financial Services       Discrimination  
 Faculty       Career Services       FERPA (student Privacy)       Harassment  
 Admission Services       Disability Services       Other: \_\_\_\_\_

### DESCRIBE THE APPEAL

(Please include dates, locations, times, involved parties, and what occurred; attach additional sheets if necessary)

**ATTEMPT(S) AT INFORMAL RESOLUTION:**

(Please explain, in detail, all attempts at informal resolution and include a copy of the notification of the informal resolution outcome with this form; attach additional sheets if necessary)

**WHAT IS YOUR PREFERRED RESOLUTION?**

(What outcome would you like to see happen? Attach additional sheets if necessary)

Thank you for voicing your concerns. The appropriate PCT representative will work with you to resolve the matter.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Appeal Form Recipient's Use Only**

**Date of the Receipt of the Appeal Form:** \_\_\_\_\_

**Recipient's Name:** \_\_\_\_\_

**Recipient's Signature:** \_\_\_\_\_