

Student Instructional Grievance Form

Scottsdale Community College - 9000 E. Chaparral Rd, Scottsdale AZ 85256

A student who feels that she/he has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing or assignments, etc. shall discuss the issue first with the faculty member involved. This conference shall be requested in writing by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment. If the grade issue is the final grade, Article 20.7.6 of the Faculty Agreement governs (refer to Final Grade Appeal form).

This form serves to help facilitate the instructional grievance process at Scottsdale Community College. If you have an academic grievance or complaint against an instructor, please: (1) complete the form (fillable pdf), (2) print it out, and (3) follow the directions on this form as it will guide you through the appropriate channels to seek resolution.

This instructional grievance process should not be utilized in a case in which a student feels he/she has experienced discrimination. If the student feels that he/she has experienced discrimination on the basis of race, color, religion, sex, gender identity, national origin, citizenship status (including document abuse), gender, age, disability, veteran status, genetic information, or sexual orientation, the student should refer to the Discrimination Complaint Procedures for Students as administered by the Vice President for Student Affairs.

Submission Date: _____

Name: _____ Student ID#: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Course Title: _____

Course Number: _____ Class Number: _____

Semester: _____ Instructor: _____

Check the box that indicates the type of academic grievance you are submitting:

Exam Instructor Assignment Grade Withdrawal

Other Academic Issue (please specify):

I certify that my following statements on all pages are true, correct, and complete.

Student Signature: _____ Date: _____



**SCOTTSDALE
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit www.maricopa.edu/non-discrimination.

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1. Describe the nature of your complaint as thoroughly as possible. Give reasons for your position and provide dates and details. (May use the back of the form and/or attach additional pieces of paper.)
2. What does the course syllabus state about areas related to your grievance? Please attach a copy of the syllabus with related area highlighted.
3. In one or two sentences, explain what you believe should be done to remedy the situation.

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

NOTE: Some courses are taught by a division and not a department. In such a case, would skip and simply move to the next level/step

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Step 1: Meet With Your Instructor

The first step in the grievance process is to discuss the issue first with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment. Both the student and the instructor will fill in their account of the meeting and sign the form.

Student Meeting Result:

Student Signature: _____ Date: _____

Instructor Meeting Result:

Instructor Signature: _____ Date: _____

Step 2: Meet with the Department Chairperson

If within ten (10) working days of the request for the conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written grievance with the Department Chairperson. This written grievance must be filed within ten (10) working days following the previous deadline. The written grievance will be given to the faculty member five (5) days before any official meetings are convened.

Upon receipt of a written grievance, the Department Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty may ask that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a grievance which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written grievance will be made available to the faculty member.

Both the student and the Dept. Chairperson will fill in their account of the meeting and sign the form.

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Student Meeting Result:

Student Signature: _____ Date: _____

Dept. Chairperson Meeting Result:

Dept. Chairperson Signature: _____ Date: _____

Step 3: Meet with the Dean of Instruction

If the grievance is not resolved at this level within ten **(10)** working days, the student should forward to the Dean of Instruction, a copy of the original written grievance with an explanation regarding action taken at each prior level. The Dean of Instruction will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.

Both the student and the Dean of Instruction will fill in their account of the meeting and sign the form.

Student Meeting Result:

Student Signature: _____ Date: _____

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Dean of Instruction Meeting Result:

Dean of Instruction Signature: _____ Date: _____

Step 4: Submit Written Complaint to College President

If the grievance, other than those concerning grades, is not resolved by the Vice President of Academic Affairs' designee, the Dean of Instruction, it may be forwarded in writing by the student to the College President for final resolution. The College President or designee will issue a final written determination in the grievance process.

Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.