

Scottsdale Community College - Student Instructional Grievance Form

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. may seek resolution per the MCCC/SCC instructional grievance policy (AR 2.3.5 & Appendix S-6, link: <https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-6>)

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.

PLEASE PRINT

Submission Date _____
Name _____ ID# _____
Home Phone _____ Cell Phone _____
E-mail _____
Course Number & Title _____ Class # _____
Semester _____ Instructor _____

Please check the box that indicates the type of academic grievance you are submitting. May check more than one.

- Course Grade Exam Withdrawal Instructor
- Assignment Grade Other Academic Issue (please specify) _____

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

Student Signature

Date

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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. **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.

<p>1. The first step in the grievance process is to discuss the issue with your instructor in an attempt to resolve. This step must be done within 15 (working) days of the occurrence of the issue.</p> <p>Both the student and the instructor will fill in their account of the meeting and sign the form.</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 Department Chair/ Occupational Program Director (OPD) with the completed Student Instructional Grievance Form within 10 (working) days of the meeting with your instructor.</p> <p>Both the student and the chair/OPD will fill in their account of the meeting and sign the form.</p>	Date of Meeting	Result of Meeting		Signature
		Student		
		Dept. Chair/ OPD		

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	Date of Meeting	Result of Meeting		Signature
<p>3. IF and ONLY IF the issue is still unresolved, the next step is to see the Division Chair with the completed Student Instructional Grievance Form within 10 (working) days of your meeting with the Dept. Chair.</p> <p>Both the student and the chair will fill in their account of the meeting and sign the form.</p>		Student		
		Division Chair		
<p>4. IF and ONLY IF the issue is still unresolved, the next step is to see the Dean of Instruction with the completed Student Instructional Grievance Form within 10 (working) days of your meeting with the Division Chair.</p> <p>Both the student and the Dean will fill in their account of the meeting and sign the form.</p> <p><i>This is the final step for issues concerning grades.</i></p>		Student		
		Dean of Instruction		

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<p>5. The IF and ONLY IF the issue is <u>not</u> related to a grade and the issue is <u>still unresolved</u>, the Vice President of Academic & Student Affairs will meet with the student and all parties and attempt to resolve the issues.</p> <p>Final written resolution will come from the Vice President.</p> <p><i>This is the final step.</i></p> <p><i>Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.</i></p>	Date of Meeting	Result of Meeting		Signature
		Student		
	Vice Pres. Academic & Student Affairs			