

GUILFORD TECHNICAL COMMUNITY COLLEGE

STUDENT COMPLAINT FORM NON-GRADE RELATED

Date:

Directions:

- The student must complete page 1 of this written appeal form and submit it within 30 days after the action/decision has occurred.
- The student must submit the written appeal to the administrator responsible for the faculty, staff, department, or program involved.
- Upon completion of the appeal process, this form and additional documentation will be retained in the VP of student Services Office.
- Timeliness: While every attempt will be made to address the complaint in the shortest possible time frame, processing at each step cannot exceed 10 working days; however, the time may be extended by agreement of both parties or by extenuating circumstances as decided by the administrator to whom the complaint is presented. If the issue is not resolved at one level and the student chooses to move the concern to the next step of the appeal process, s/he must complete that action within 5 working days of receiving a decision.

STUDENT INFORMATION	
Name:	Student ID#:
Phone Number:	Email Address:
Date of the Action or Decision that is being appealed:	

INFORMATION OF THE FACULTY, STAFF, DEPARTMENT, or PROGRAM NAMED IN THE APPEAL	
Name:	Office:
Email Address (if applicable):	Phone extension:

APPEAL INFORMATION
1. Provide a brief description of the action or decision that you would like to have reviewed. (attach any relevant information)
2. Explain any previous attempts to resolve the matter.
3. Propose your desired resolution.
Student Signature:

GUILFORD TECHNICAL COMMUNITY COLLEGE

FOR COLLEGE ADMINISTRATION USE ONLY

APPEAL LEVEL I	Date Complaint Received:
Decision Rendered:	
College Administrator Signature:	Date:

APPEAL LEVEL II	Date Complaint Received:
Decision Rendered:	
College Administrator Signature:	Date:

APPEAL LEVEL III	Date Complaint Received:
Decision Rendered:	
College Administrator Signature:	Date:

FINAL APPEAL LEVEL	Date Complaint Received:
Decision Rendered:	
College Administrator Signature:	Date: