



OGEECHEE TECHNICAL COLLEGE STUDENT GRIEVANCE FORM

Please check one:

Date _____

_____ **INFORMAL COMPLAINT** The Informal Grievance is where a student complaint should be resolved by filing a Student Grievance Form (Informal Complaint) on an informal basis without the filing of a formal grievance. A student has 10 business days from the date of the incident being grieved to resolve their complaint informally by filing the Student Grievance Form (Informal Complaint) with their instructor, dean or any other staff or faculty member directly involved in the grieved incident.

Where this process does not result in a resolution of the grievance, the student may proceed to the Formal Grievance procedure.

Note: The complaint will not be processed if the 10 day period has passed.

_____ **FORMAL COMPLAINT** The Formal Grievance is where a student cannot resolve their complaint informally, they may use the formal grievance procedure. Within 15 business days of the incident being grieved, the student must file a Student Grievance Form (Formal Complaint) in the office of the Assistant Vice President for Student Affairs (AVPSA) with the following information: Name, Date, Brief Description of Incident being grieved, and remedy requested (signed).

1. If the grievance is against the AVPSA, the student shall file the grievance in the Office of the President.
2. The AVPSA, or designee, will investigate the matter and supply a written response to the student within 15 business days.
3. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the procedure: Unlawful Harassment and Discrimination of Students. Please refer the *Unlawful Harassment and Discrimination of Students* section of the Ogeechee Technical College Catalog and Student Handbook.
4. If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence and the grievance will not be processed until the disciplinary procedure has run its course.
5. The AVPSA, or designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

(Reference: *OTC Catalog and Student Handbook, Student Grievance Procedures*)

Student Name _____

Student ID# _____

Telephone (____) _____ - _____

Email _____

Program _____

Department _____

Course _____

Instructor _____

Date of Incident _____

Brief Description of Incident:

Complete reverse side →→→

Remedy Requested:

Student Signature: _____ **Date:** _____

Office of the Assistant Vice President for Student Affairs
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