

Student Grievance Form

Grievances are issues needing formal attention or intervention. These issues are serious enough that the appropriate MBC office needs to be alerted to the situation in order to take action, and the issue be documented using this form and filed in a student's permanent file. Official actions would include, but are not limited to, mediating conflict situations and initiating the disciplinary process. Grievances must be funneled to and handled under the direction of the offices of Academic Dean or Dean of Students.

Name of person reporting to the appropriate office (i.e. filling out this form)

Name of person originally hearing the grievance (if different from the person filling out this form)

Name of person(s) with the grievance: _____

Signature of person(s) with grievance: _____

Description of the grievance (including names and dates)

This form was submitted to

- Academic Dean's Office
- Dean of Student's Office
- Other: _____

Date received: _____

Office Signature: _____

Description of action(s) taken, including follow up actions and dates:

Please file this form with the secure records for this student(s).

Approved by Dean of Student's Office 10/29/07 Revised on:

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