



## Grievance Committee Student Appeal Form

The VKIT Grievance Procedures require that students first discuss and/or attempt to resolve any complaint or grievance with the faculty or staff member(s), division, chair, or other appropriate administrator prior to submitting an Appeal form.

Appeals must be based on the issue of substantive or procedural errors which are prejudicial. The specific grounds to be addressed are:

- a) Were the procedures of the policy followed?
- b) If a procedural error occurred, were the rights of the grievant violated to the extent that a fair review was not conducted?
- c) Was the review conducted in a way that did not permit the grievant adequate notice and opportunity to present facts?
- d) Was the information presented during the review sufficient to justify the decision reached?
- e) Was there information existing at the time of the review that was not discovered until after the review?

Appellant(s)'s Name: \_\_\_\_\_ USN \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Appellant(s)'s Telephone Number: \_\_\_\_\_

Name of Parties Involved: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Criteria and Nature of the Appeal:** Please identify the criteria for submitting an appeal and explain, in detail, all circumstances relating to the appeal, using additional sheets of paper if necessary. All information pertaining to your appeal will be kept confidential (attach additional sheets if necessary).

**Attempt(s) at Informal Resolution:** Please explain, in detail, all attempts at informal resolution and include a copy of the notification of the informal resolution outcome and grievance outcome with this form.

**Relief Sought:** Please explain, in detail, the relief sought.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Grievance Committee Chair Use Only**

Date of the Receipt of the Appeal: \_\_\_\_\_

Grievance Committee Chair Signature: \_\_\_\_\_