

STUDENT GRIEVANCE PROCEDURE FORM

(Note: This form should not be used for giving the college feedback or for general complaints).

☐ Ellsworth Community (College	☐ Marshalltown C	Community College	☐ IVCC Grinnell
Please type or print. Upon cor Students. This form must be s the problem by meeting with the or rule violation, breached con	ubmitted wit ne IVCCD em	hin 10 business days o ployee. Examples incl	f the date that the studen	t attempted to resolve
Date of Meeting with Emplo	vee	Date	of Filed Grievance For	rm
Student's Name			ent ID:	
Address		Phon	ne Home:	
		Phon	ne Cell:	
According to Board Policy 502	, the written	grievance is to be resol	ved through the following	g steps:
1. The student is expected to n meeting with that employee.	nake every ef	ffort to resolve the prob	lem with the IVCCD empl	oyee including a
2. If no solution is reached bet written grievance form must be business days of the initial me	e submitted t	o the Provost of the Co		
3. If no solution is reached bet writing within 5 business days final and ends the grievance p	ween the stu of the step 2	dent and the Provost (o		
In the space below, please progrievance. Please indicate an Board policies, and/or any rule or another student; and/or any necessary.	nd document es and regula	the alleged violation, rations violated; and/or	misinterpretation, or misa any unfair treatment by a	an IVCCD employee
My signature indicates that I decl my knowledge and belief. I here considering this request.				
Student Signature		Date		
Received by: I	Date:	Handled by:		
Description of Resolution:				