

**KANKAKEE COMMUNITY COLLEGE  
NON-ACADEMIC COMPLAINT/GRIEVANCE/APPEAL FORM**

Student name \_\_\_\_\_ Student ID number \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Cell/Work) \_\_\_\_\_

Date of Initial Filing \_\_\_\_\_ Date of Prior Meetings \_\_\_\_\_

Individual named in Complaint/Grievance/Appeal \_\_\_\_\_

KCC department related to this incident (if applicable) \_\_\_\_\_

*Return completed complaint form to the Dean of Student Services in L201.*

**DESCRIPTION OF COMPLAINT**

1. The nature of the complaint/grievance/appeal \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The facts on which it is based \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The actions requested to resolve the problem \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are true. I understand that any misrepresentation of the facts can result in formal disciplinary action. (Photo ID is required at the time of submission).

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

Use additional paper if necessary. Attach additional information to this form. Students must initiate the complaint procedure within 30 days of the occurrence of the action being grieved. A college day is defined as any day excluding Saturdays, Sundays, breaks in the academic year, or any holiday recognized by the college.

