

KANKAKEE COMMUNITY COLLEGE
STUDENT COMPLAINT/GRIEVANCE/APPEAL FORM

(for appealing academic matters outside the scope of the Academic Appeals Committee)

Name of student filing grievance _____ Student ID number _____

E-Mail Address: _____

Address _____

Telephone (Home) _____ (Cell/Work) _____

Date of meeting between student and individual named in the grievance: _____

1. Document the result of the meeting between the student and the individual named in the grievance _____

2. Describe the circumstance(s) and action(s) on which it is based _____

3. State what actions or procedures you are proposing to resolve the reasons for filing _____

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 _____
Submitted _____

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.