

Arapahoe Community College Student Rights and Responsibilities

Student Formal Grievance and/or Complaint Form (circle one)

*Please type or print clearly. Completed form should be submitted to
Heather Lawler, Student Affairs Coordinator, M2820 or heather.lawler@arapahoe.edu.*

Students are encouraged to make every attempt at settling their grievance or complaint before completing this form. An attempt will be made to resolve all grievances at the lowest level possible within ten (10) calendar days of the latest incident. Students may request assistance from the Student Affairs Coordinator, M2820 or 303.797.5674. During this attempt at a settlement, students should contact the respondent or the supervisor of the respondent.

Grievant's Name: _____ SID: _____

Address: _____
Street City State Zip

Phone: _____ / _____ Email: _____
Home Work

Respondent's Name: _____

Date(s) Incident Occurred: _____ Time(s): _____

Place(s): _____

Date Grievance Filed: _____

State the specific student right(s) that was (were) violated. Refer to the specific right in the Student Rights and Responsibilities Document (found in the Student Handbook and at www.arapahoe.edu).

Summary of incident (Attach additional sheet as necessary).

Resolution Sought:

Signatures:

_____ **Date:** _____
Grievant

_____ **Date:** _____
Student Affairs Officer

To be completed by Dean of Students or Designee

Date completed form was received by the DS: _____

Steps taken by ACC to resolve complaint? _____

Complaint Determination (check one): Grievable: _____ Non-Grievable: _____

DS Decision: _____

Hearing Date: _____ Time: _____ Location: _____

Hearing Outcome: _____

Date case closed and verified by DS: _____