

Morgan Community College Grievance Report Form

Conditions of Grievance: A grievable offense is any alleged action which violates or inequitably applies written college policies or procedures. The Grievant must be personally affected by such violation or inequitable action.

Grievant Information: (Student who is filing the petition)

Name _____ Phone # _____
Address _____

Respondent Information (Person against whom this grievance is filed)

Name _____ Phone # _____
Office/Address _____

Please describe the situation resulting in this grievance. Be as specific as possible about the incident or situation that occurred, and the individuals involved. Describe any attempts at an informal resolution and who was contacted. Attach any pertinent documentation or witness statements. (Use the other side or additional sheets as necessary.)

Describe the specific action you are requesting to redress the grievance within the bounds of college policy and state, local and federal laws.

I attest that the information reported is true. I am aware that an investigation will be conducted, and I may be required to supply additional information as necessary.

Printed Name

Signature _____ Date _____