



## Student Academic Complaint/Grievance Form

Please submit completed form and documentation to:

Office of Academic Affairs

Old Main 3<sup>rd</sup> Floor

501 College Street

Cuthbert, GA 39840

### COMPLAINANT INFORMATION

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Year: \_\_\_\_\_ Term: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Student Status: Currently Enrolled \_\_\_ Not Currently Enrolled \_\_\_ Academic Suspension \_\_\_

Academic Level: Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_

### COMPLAINT/GRIEVANCE INFORMATION

\_\_\_\_ Academic Policy Complaint

Attach a brief description with the details of the complaint in the clearest possible language and indicate how Andrew College has violated its academic policies. Identify the academic policy and indicate the time frame in which the violation (s) referenced in the complaint occurred. Material and documentation used to support a complainant's allegations should be limited to and directly related to the reported case. The evidence should state relevant facts and document and support the allegation that the College is in significant violation of the academic policy(s) referenced in the complaint.

\_\_\_\_ Academic Grievance with Faculty Member

A student who has an academic grievance shall meet with faculty member in an attempt to resolve the issue. If a satisfactory resolution cannot be reached, the student shall report the grievance and the result of the meeting with the faculty member, in writing, to the Dean of Academic Affairs who, if deems it appropriate, will convene a committee to hear the case.

The committee will consist of the Division Chair and the student's advisor and will be chaired by the Dean of Academic Affairs. If one of the regular committee members is involved in the grievance, another appropriate faculty member will be appointed. If the Dean of Academic Affairs is included in the grievance, the student should report the grievance to the President.

***I have read the Student Complaint Policy for Andrew College and agree this form and attached documentation constitutes my formal complaint. I hereby certify that all of the information I have given above is true and complete to the best of my knowledge.***

Student Signature \_\_\_\_\_ Date \_\_\_\_\_