

**STUDENT GRIEVANCE / APPEAL FORM  
NON-ACADEMIC GRIEVANCE**

Rockingham Community College, P.O. Box 38, Wentworth, NC 27375-0038  
(336) 342.4261

Today's Date \_\_\_\_\_ Student's Name \_\_\_\_\_  
Student ID Number \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**It is expected that you have read and understand the *Non-Academic Grievance / Appeal Procedure* and will follow all requirements outlined in the procedure.** *(As included in this procedure: If your grievance is a claim of sexual harassment, you may first contact the Vice President for Student Development.)*

1. Have you attempted to resolve your concern with the individual toward whom you have a grievance? If so, how? If this grievance is to seek relief from a sanction imposed as a result of a disciplinary sanction, please specify.

2. If your concern was not resolved with the individual toward whom you have a grievance, or if there are reasons why you could not attempt to resolve the matter with the individual, you **must** attach to this form a letter that explains **in detail**:

- Your specific concerns and the date on which the incident causing the grievance occurred
- The date on which you sought to resolve the issue, or the reason(s) why you could not or did not wish to resolve the issue with the individual
- The outcome that you seek

3. If you have followed the grievance procedure and the issue is still resolved, or if you are appealing a disciplinary decision, use this form in following Step 1 of the appeal procedure.

**Return this form\* and your attached letter to the  
Office of the Vice President for Student Development, Whitcomb Student Center.**

*By signing below, the student confirms that he or she has properly followed the Non-Academic Grievance / Appeal Procedure and is providing all information that is required in this form and the attached letter.*

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VP Student Development:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(or designee)*

\*Original form retained in Student Development Office.

11/12

(For Office Use Only)

Date receipt stamp

Forwarded to:

- VP Stu Dev
- Appeals Comm
- President

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT GRIEVANCE / APPEAL FORM  
ACADEMIC GRIEVANCE**

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Today's Date \_\_\_\_\_ Student's Name \_\_\_\_\_  
Student ID Number \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**It is expected that you have read and understand the *Academic Grievance / Appeal Procedure* and will follow all requirements outlined in the procedure. (If the student seeks to appeal a grade, the student must use the Grade Appeal Policy in the current RCC Catalog.)**

1. Have you attempted to resolve your concern with the instructor? If so, how?

2. If your concern was not resolved with the instructor, you **must** attach to this form a letter that explains **in detail**:

- Your specific concerns and the date on which the incident causing the grievance occurred
- The date(s) on which you sought to seek resolution with the instructor or dean, and the results or the reason(s) why you could not or did not wish to resolve the issue with the instructor or dean
- The outcome that you seek

If you did not meet with the instructor, you **must** explain in your letter why a meeting did not occur.

**Return this form\* and your attached letter to the  
Office of the Vice President for Student Development, Whitcomb Student Center.**

*By signing below, the student confirms that he or she has properly followed the Academic Grievance / Appeal Procedure and is providing all information that is required in this form and the attached letter.*

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VP Student Development:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(or designee)

\*Original form retained in Student Development Office.

11/12

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(For Office Use Only)

Date receipt stamp

Forwarded to:  Division Dean  
 VP for Ac Affairs

Received by: \_\_\_\_\_ Date: \_\_\_\_\_