



NEVADA STATE  
COLLEGE

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## STUDENT COMPLAINT/GRIEVANCE FORM

**Instructions:** A grievance is an educational or personal issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her education. Students who have a complaint or grievance about their Nevada State College experience should complete this form and submit it to the campus department where the complaint originated. Students should allow 10 college-working days to receive a written response to their complaint or grievance.

<b>Student Information</b>	
Student Name:	
Address:	City/State/Zip:
NSHE ID:	Semester and Year:
Home Phone Number:	Work Phone Number:
Cell Phone Number:	Email Address:
<b>Complaint/Grievance Information</b>	
<i>Retaliation against an individual filing a grievance is strictly prohibited and constitutes a violation of college policy which may result in reprimand.</i>	
Name of individual and/or department against whom the complaint/grievance is filed:	
Students are encouraged to discuss their concerns and complaints through informal conferences with the appropriate instructor or campus administrator. Have you made an attempt to resolve this complaint or grievance with the individual and/or department involved? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the outcome: (Attach any additional comments, if necessary)	
Describe your complaint/grievance in detail. Include date(s) of occurrence (be as specific as possible). Attach additional sheets, if necessary, along with any documentation that will help describe and substantiate the complaint. Is there anyone who witnessed the incident? If yes, please provide name and contact information.	
What outcome do you hope to achieve after talking to the appropriate college official(s)? Attach additional sheets, if necessary.	

I understand that information contained in the grievance form will be held confidential to the extent possible. Grievance information may be shared with college officials in order to conduct a thorough investigation. I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions, in accordance with college disciplinary policies.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>
Action taken by administrator (include all documents):
Grievance was resolved: <input type="checkbox"/> Yes <input type="checkbox"/> No
If not resolved, what are the next recommended steps?

Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_