

VIRGINIA PENINSULA COMMUNITY COLLEGE

Student Grievance and Complaint Form

The Student Grievance and Complaint policy and procedures are the established medium for students to equitably resolve issues/concerns that may arise in college-related programs, processes, and/or activities not limited to academic issues, student services, and administrative concerns. A complaint is the communication of dissatisfaction with a service and or experience. A grievance is alleged unfair or irresponsible behavior including violations of department or college policies.

Using this form, a student may submit a complaint for the following:

- Dissatisfaction with faculty/staff/student
- Dissatisfaction with an experience and/or service
- Dissatisfaction with an environment, physical location an/or space on campus

A student may submit a grievance for the following:

- Final grade appeal.
- Issue with a faculty/instructor, staff member, or another student.
- Issue with a class.
- Issue with a college procedure/process.
- Disruption of protected speech

This form applies complaints and grievances related to

- Title IV of the Civil Rights Act of 1964,
- Family Educational Rights and Privacy Act of 1974,
- Age Discrimination Act of 1975,
- Title II of the Americans with Disabilities Act of 1992, and
- Section 504 of the Rehabilitation Act of 1963
- First Amendment and Free Speech

This form does not apply to Title IX, Code of Student Conduct Violations, and/or Academic Integrity grievances and complaints.

- For appeals related to [student conduct or academic integrity](https://www.vpcc.edu/about/policy/handbooks/student-handbook.html), please refer to the VPCC College Catalog.
- The grievance, complaint, or appeal involves claims of bias, discrimination, or harassment please refer to the [Sexual Misconduct and Title IX policy](https://www.vpcc.edu/about/policy/title-ix.html).

Any student has the right to seek redress under these procedures and to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.

Background Information

You are currently authenticated as lj63452. [Not you?](https://cm.maxient.com/reportingform.php?VAPeninsulaCC&layout_id=6&logout=true)

Your full name:

Your position/title:

Your phone number:

Your email address:

Nature of this report (Required):

Please Choose...

Urgency of this report (Required):

Please Choose...

Date of incident (Required):


mm/dd/yyyy

Time of incident:

Location of incident (Required):

Please select a location ...

Specific location:

 Learn more

Nature of the Grievance and/or Complaint

Before completing this form, effort should be made to resolve the issue with the faculty or staff member informally. If after meeting informally with the faculty or staff member you are not satisfied with the outcome, please submit this form. Have you attempted to speak with the faculty or staff member?

(Required)

Yes

No

Name of faculty/staff/student or VPCC Policy or Procedure involved in this grievance (List N/A for complaint) (Required)

Course, Number, and Section Number (List N/A if this grievance does not apply to a class or if this is a complaint) (Required)

Semester and Year (Required)

Please provide a description of your grievance and/complaint. Use the Student Handbook, College Catalog, Course Syllabus as a guide. (Required)

Please detail the action you are requesting to rectify and resolve this grievance. (Required)

Supporting Documentation

Photos, video, email, and other supporting documents may be attached below. 5GB maximum total size.

Attachments require time to upload, so please be patient after submitting this form.

Choose files to upload	Choose Files
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Email me a copy of this report

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