

# Northern Marianas College

## Student Grievance Procedure Form Rev. 5.9.2014

For Northern Marianas College Students

**Instructions:** Please read the Student Grievance Procedure before completing this form. Be sure to observe the time limits specified in the procedure. You must attempt to resolve your grievance informally before requesting consideration under this procedure. Complete the form, print, sign, and submit to the Office of the Dean of Learning and Student Success (Bldg. P) or email to: [charlotte.cepeda@marianas.edu](mailto:charlotte.cepeda@marianas.edu).

Name	Student ID or PC#	Date
Mailing Address	Phone	Email
Degree Program/Major		Academic Advisor
Name/Signature		Date

Provide a detailed statement of the specific action(s) being grieved. Organize statements in chronological order to include specific dates, full names of individuals.

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State the resulting injury or harm attributed to the action(s) being grieved.

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State the specific law(s), policy(ies), or rule(s) alleged to have been violated.

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Provide an itemized description of the evidence supporting the grievance (documents may be attached).

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State informal procedures attempted or completed.

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State the remedy or relief you are requesting.

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By signing below, I authorize \_\_\_\_\_ to receive copies of relevant student records and correspondence regarding the grievance and to accompany me to any meetings or hearings.

Is this person a lawyer?  Yes  No

Name/Signature

Date