



Student Grievance Form [S-SGF]

The purpose of this form is to provide students with a formal process to address and resolve a grievance related to their experience at Divine Word College.

Before submitting this form, students are expected to first attempt to resolve the issue by speaking directly with the instructor of the course and/or their academic advisor. If the concern remains unresolved after the discussion, the student may complete the **Student Grievance Form** (including any supporting documentation) and submit it to the Vice President of Academic Affairs (VPAA).

The VPAA will review the form along with any supporting documentation. A meeting with the student may be requested to clarify and better understand the nature of the grievance.

A written response will be provided to the student within **10 business days** of receiving the completed form, unless additional time is required to ensure a thorough review.

Please describe your grievance as clearly and completely as possible in English.

Students in the IELI/ESL levels 1, 2, or 3, program may use their first language if necessary.

Student Name:

Date:

Date of incident:

Student Signature:

For Office Use Only. Received by: _____ (initials) Date: ____/____/____

Meeting requested/required? ☐ Yes ☐ No

Meeting with: _____ Date: ____/____/____ Time: _____

Decision that was made:

Copy for: ☐ Student ☐ Academic Advisor ☐ IELI Director ☐ VPAA ☐ Academic Dean