

STUDENT GRIEVANCE FORM

Date

Date of Incident

Gupton-Jones College of Funeral Service encourages you to make a good faith effort to confer with the party against whom he or she has a grievance to resolve the matter informally; however, if you cannot or have already tried unsuccessfully, please submit this form to start the grievance process. To submit, please complete this form and e-mail it to: kmcdaniel@gupton-jones.edu (preferred method) or complete and physically submit to the President.

Student Name

Student ID

Address

City

State

Zip Code

Home Phone #

Cell Phone #

Work Phone #

College E-Mail Address

Personal E-Mail Address

If your grievance is regarding a class, please provide the following:

Class Title

Instructor Name

Are you currently enrolled in the course? Y

N

If no, when did you take it? (i.e., Spring 2022) _____

If your grievance is regarding something other than a class, please provide:

Department

Staff Member Name(s)

Are you willing to resolve this issue through mediation?

Y

N

OR I would like more information about mediation

Y

GUPTON-JONES

COLLEGE

OF FUNERAL SERVICE

Gupton-Jones College of Funeral Service

5141 Snapfinger Woods Dr.

Decatur, Georgia 30035

770.593.2257 info@gupton-jones.edu

Select the item that best describes the issue.

- | | |
|---|--|
| Customer Service (phones, service, other) | Discrimination/Sexual Harassment |
| Employee-student communication | Student to Student Harassment/Sexual Violence |
| Grading (late/not returned)/Honesty | Equipment (computers, etc.) or Facilities (building, etc.) |
| Instructor and/or Quality of instruction | Student Conduct _____ |
| Accommodations | Other (specify) _____ |

Issue

Please describe the issue in more detail: (include any supporting document. Attach additional pages if necessary).

Action taken so far to resolve the complaint/issue:

What would you like to see because of this process?

List any witnesses with contact information if possible:

Communication Notice: Information about your complaint and the process will be communicated **via e-mail only**. This information will be communicated using the e-mail address provided by student. By initialing here, you indicate that you understand this communication notice and will not hold the Pierce Colleges, Gupton-Jones College of Funeral Service, its President, staff, faculty, or anyone affiliated with the school liable should you fail to follow through with additional requests because you do not check your e-mail. You also acknowledge that you do not hold the referenced parties responsible for communicating with you in any other way during this process. (**Initial Here**) _____.

Student Signature

Date

PLEASE NOTE: It is violation of college policy to retaliate against a student for filing a grievance.

Gupton-Jones College of Funeral Service will not discriminate against any person because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status regarding public assistance or membership in a local commission. Gupton-Jones College of Funeral Service prohibits sexual harassment and sexual violence.

TO BE COMPLETED BY A COLLEGE ADMINSTRATOR

Date of initial investigation/informal meeting

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Findings:

Resolution/Comments:

President Signature

Date