

Student Request for Formal Hearing

NOTE: This form is to be turned in to the College President and is only to be completed after student has made attempts to resolve the issue informally and through a consultation with the appropriate administrator as per Administrative Procedure 3500B or Administrative Procedure 3500C. Students have thirty (30) calendar days to file a written request for a formal hearing from the consultation meeting.

Date: _____

Student Name: _____

ID: _____

E-mail: _____

Phone: (_____) _____

I was not able to resolve my complaint/grievance informally and through the consultation process and hereby request a formal hearing. I have attached a copy of my previously filed request for consultation and provide below any new information that was not considered as part of the informal process. Also included is the action/remedy I am seeking (use a separate sheet if necessary):

Will you require an accommodation for a disability during the hearing: YES ___ NO ___
If so, please describe what accommodations are needed: _____

I certify that I have read the appropriate administrative procedure and the information provided is accurate.

(signature)

(date)

Request for Formal Hearing President Response

Request received on: _____

Date Committee chair appointed: _____

Administrative chair appointed: _____

Notes:

Signature of President: _____

Date: _____