



Grievance Form

Student Grievance Policy:

Students with grievances should take the grievance directly to the person with whom he or she has a complaint. If the issue is not resolved on this level, students should adhere to the following procedures:

- Fill out a Student Grievance Form (Available on the ZMC website at https://zmc.edu/document-student-handbook/), sign the form and submit it directly to the Program Director.
- 2. The Program Director will read the complaint and contact the student submitting the grievance to discuss a plan of action/resolution.
- 3. If the student feels that the grievance is not adequately resolved or, if the grievance involves the Program Director, the student should email his or her grievance to Program Advisory Committee Member, Leisa Wright at leisa@xmission.com. She will review the complaint and follow up with a plan of action, up to and including a formal review and decision by the Program Advisory Committee.

Student Information

Name:	Date:					
Street Address:						
City:	State: Zip Code:					
Telephone:	Email:					
Dates of Attendance: Start	: End:					
Details of Grievance:						
Date(s) of Incident:						
Name of the person again	Name of the person against whom this grievance is made:					
now. if you need more spa	Explain the grievance briefly below. Include how it started, what happened, and where it is at now. if you need more space please type the entire narrative in detail and attach it to this form. Please state below if there is a statement attached.					

riedse	state the resolution you are s					
•	to Resolution: Have you attempted to talk	with and re	solve the situation with the per	son involved?		
Δ.	Have you attempted to talk with and resolve the situation with the person involved? Date Completed:					
	Explain what happened:					
2.	 Submit this form and include any/all documentation or narrative regarding the incident(s) to the Program Director. The Director will review the grievance and meet with all parties involved before making a determination. *NOTE: If the grievance is regarding the Program Director, skip step #2 and go directly to step #3. Date Completed: 					
3.	3. If the grievance has not been resolved adequately after steps #1 and #2 above have been completed, please explain where the grievance now stands and submit this form to leisa@xmission.com .					
	Date Completed:					
List an	y witnesses to any situations	leading to t	the grievance:			
Additio	onal Comments:					
Print Name		Signature		Date		
Signatu	ire of Director	Date	Signature of Witness	 Date		
Direct	tor Follow Up:					