

**FREDERICK COMMUNITY COLLEGE  
FREDERICK, MARYLAND 21702**

**INITIATION OF FORMAL GRIEVANCE**

*If a student is unable to resolve his/her concern informally through discussion with the college faculty or staff member, and subsequently the faculty or staff member and his/her supervisor, the student has the right to begin formal grievance procedures. A formal grievance must be initiated within ten (10) calendar days of meeting with the staff member and his/her supervisor. Return form to the Supervisor named in Part II.*

**Part I**

I have received a copy of the College's Grievance Procedure and have reviewed the procedure thoroughly. I wish to file a formal grievance in accordance with Frederick Community College's Grievance Procedure for Students:

\_\_\_ Grade Disputes, Section 5.00, Title 5.18a

\_\_\_ Non-grade Complaint, Section 5.00, Title 5.18b

\_\_\_ Compliance with Title II of the ADA and with Section 504 of the Rehabilitation Act of 1973, Section 5.00, Title 5.18c

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Part II**

I have discussed the concerns with the above-named student and we have been unable to resolve the situation informally. I understand that said student is initiating a formal grievance.

\_\_\_\_\_  
Faculty/Staff Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor of Faculty/Staff Member Signature

\_\_\_\_\_  
Date

Copy to: Vice President for Learning  
Vice President for Learning Support  
Designated Faculty/Staff Member(s)  
Student

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