

**Pierce College  
Student Grievance Petition**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Student ID# \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Student Address \_\_\_\_\_

**Instructions:** If you have had direct discussion with the person with whom you have a grievance and do not believe the grievance has been resolved, you may request a meeting with the supervisor, site director, or division chair to whom that individual reports. **Prior** to meeting with that individual, you must submit the following.

Attach this sheet to your written statements and submit it to the appropriate supervisor, site director or division chair when scheduling an appointment.

On a separate piece of paper, please address the following points.

1. Please describe your grievance in detail - being as specific as possible. (Include names, dates, places)
2. Please state the actions you have taken to resolve your grievance.
3. Please describe in detail, how you would like to resolve your grievance? What would you like to happen?

Date Received \_\_\_\_\_

Received by \_\_\_\_\_