Ouachita Technical College Student Grievance Procedure and Report Form

Name of Student Grievant _____Date_____

Current Address _____

Current Telephone Number _____email address_____

Date on Which the Problem Occurred _____

Outline the grievance in the space below (may attach a document if necessary)

_____
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Outline the measures which have been taken to remedy this grievance with the instructor or staff member prior to submitting this grievance.

_____
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_____

If no measures have been taken to remedy this grievance with the instructor or staff member, the College recommends this action prior to seeking a grievance.

Outline the remedy (remedies) sought in the space below (may attach a document if necessary)

_____
_____
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_____

Signature of Student :_____Date:_____

The use of this form is required by the OTC Student Grievance Procedure, COPP 5.55. Students are advised to refer to the Student Grievance Procedure, COPP 5.55, document itself for details and information related to the appeal process. All of OTC's policies and procedures, COPPs, can be found on the college web site, www.otcweb.edu. Version: 012709.