



Maalot Institutes of Torah
6530 N. 7th St. Phoenix, Arizona 85014
(480) 454-7228 maalotcollege.org

Student Academic Grievance Form

Date of form submission _____ **Name** _____

Student Grievance Procedure: This form should be used when a student has an academic grievance with the Institution. **An academic grievance generally relates to a grade which the student feels was awarded unfairly.**

Please take the following steps and read the instructions before submitting this form:

1. Student shall first attempt to address the grievance informally with the instructor. If unsuccessful, proceed to the written academic grievance procedure.
2. Student may state the academic grievance in writing on this form and mail it to Dr. Sharon Lite, Director of Operations at the address listed above. Contact information for each administrator is available in the Catalog. The Academic Grievance Form will be shared with the dean. Administrator or designee shall have five (5) business days in which to investigate and address the grievance.
3. The Dean will review the issue with both parties involved, and make a determination. The decision of the Dean is final.

Describe the grievance: Include the dates, names and important details.

If you need more space, please attach another sheet or copies of documents relevant to complaint.

Signature _____

Please MAIL this form to Maalot College (address above) to the attention of Dr. Sharon Lite, Director of Operations.

For office use only

Date received _____

Name of person receiving this form _____

Resolution, attach a copy of the notice sent to student: _____

Date student notified of resolution _____ **Signature of Dean/Director** _____