



Maalot College  
6530 N. 7<sup>th</sup> St. Phoenix, Arizona 85014  
(480) 454-7228 [maalotcollege.org](http://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.**

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**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.**

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### For office use only

Date received \_\_\_\_\_

Name of person receiving this form \_\_\_\_\_

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

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Date student notified of resolution \_\_\_\_\_ Signature of Dean/Director \_\_\_\_\_