



Student Signature _____ Date: _____

The student should make three copies of the written Fair Treatment and Grievance Form. The original copy stay with the Dean, one copy goes to the involved party(ies) and the third copy is for the student. The Dean will schedule a conference with the student within 14 days of receipt of the Fair Treatment and Grievance Form. The Dean will conduct an investigation of the complaint, and will provide a written response to the student within 14 days of their conference meeting.

Note: Procedure – Step III:

If the grievance remains unresolved, either the student or the involved party must submit a request in writing.

See the policy:

<http://www.trinitycollegeqc.edu/policies-and-procedures.aspx> /Fair Treatment & Grievance Policy