

Student Grievance Appeal Form

Once a decision is rendered, it is typically final unless there are perceived substantive or procedural errors which are prejudicial. The criteria are:

- The procedures of the policy were not followed.
- If a procedural error occurred, the rights of the grievant (student) were violated to the extent that a fair review was not conducted.
- The review was conducted in a way that did not permit the grievant (student) adequate notice and opportunity to present facts.
- The information presented during the review was insufficient to justify the decision reached.
- There was information existing at the time of the review that was not discovered until after the review.

Student's Name (please print):		rint):	ID#
Student's Contact Number:		r:	Email:
Name of Parties Involved:			
Criteria and Nature of the Appeal : Please identify the specific criteria for submitting an appeal and explain, in detail, all circumstances relating to the appeal, using additional pages if necessary. All information pertaining to your grievance will be private and shared only with those individuals who are responsible for decision making.			
Student's Signature:			Date:
Send to: VP for Academic Affairs for academic appeal or VP for Student Affairs for non-academic appeal; Please include the originally submitted petition and its decision notification.			
Send to: StudentGrievances@ketchum.edu			
For Office	Date of the Receip	ot of the Appeal:	Decision:
Use Only	VPAA/VPSA's Sign	nature:	Date: