

**Cloud County Community College
Academic Due Process Complaint Form B**

Instructions to the student (for step 2): Complete this form if you are not satisfied with the results of the conference in Step 1. The student must submit this form (along with Academic Due Process Complaint Form A) to the appropriate Division Dean, or their designee within five (5) business days following the completion of Step 1. Attach additional pages of evidence as needed.

Today's Date _____ Student Name _____ Student ID _____

Course Name/Number _____ Term _____

Instructor Name _____ Date of Dispute _____

Time & Location of Dispute (*if applicable*) _____

1. Describe all factual allegations regarding the academic dispute:

2. Describe all efforts you have made to resolve the matter with the instructor:

3. Provide a list of witnesses including the name, address, telephone number and description of any testimony or other evidence relevant to the witness.

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4. Provide a list of all evidence of any nature that is relevant to the issue, including a copy of Academic Due Process Complaint Form A.

5. Provide the Instructor's Response. (Please attach the written response you received from the instructor as a result of completing Step 1. If no reply was received, write "Not reply received," and provide the date of the student's initial communication.

6. Describe what you hope to accomplish by submitting this complaint.

Student Signature: _____ Date: _____

Division Dean _____ Date of Student Conference _____

Recommendation by Division Dean:

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Step 3: If the student chooses to progress to Step 3, the student shall supply a copy of the Academic Due Process Complaint Forms A and B (along with all attachments or supporting material, to the Vice-President for Academic Affairs or their designee, within five (5) business days of the completion of Step 2.

Recommendation by Vice President for Academic Affairs:

VPAA Signature _____ Date _____

Step 4: Should the matter not be resolved, the student must submit a copy of the complaint or dispute along with all attachments or supporting material to the Office of the President within five (5) business days of completion of Step 3.

Please state the grounds for appeal:

Please explain the remaining issues in dispute:

Student Signature _____ Date _____

The President retains discretionary authority to take action on the complaint of dispute based on the written reports submitted. The President may also take other action as necessary.

Recommendation by President of Cloud County Community College:

Signature _____ Date _____