

Northpoint Bible College and Graduate School Student Formal Online Grievance Form

Complete this form **only after you have attempted the informal grievance process first**. Please see the Student Handbook describing the first-level informal grievance process. Please email the completed form to the Chief Academic Officer.

Student Contact Information		
Last Name <small>Click here to enter text.</small>	First Name <small>Click here to enter text.</small>	Middle Name <small>Click here</small>
Street Address <small>Click here to enter text.</small>		
City <small>Click here to enter text.</small>	State <small>Click here</small>	Zip Code <small>Click here</small>
Telephone Number <small>Click here to enter text.</small>	NPBC Student Email Address <small>Click here to enter text.</small>	
Student ID Number <small>Click here to enter text.</small>	Term and Year Last Attended <small>Click here to enter text.</small>	
Grievance Information		
Area of the College the grievance concerns: <input type="checkbox"/> Academic policy/procedure <input type="checkbox"/> Administration <input type="checkbox"/> Services <input type="checkbox"/> Staff <input type="checkbox"/> Instructor Name: <small>Text</small> Class Course and ID: <small>Text</small> Semester: <small>Text</small>		

Describe your attempts to resolve the issues leading to your formal grievance. Be specific in explaining your efforts; include dates, campus location, names of college staff, and names of college department and include information about the college's response. Please attach any supporting documentation to your email to provide any additional information you think is relevant to this grievance.

Click here to enter text.

Please note that NPBC will only investigate formal grievances after the student has first attempted to resolve the issues informally.

Explain the circumstances of your formal grievance. Be specific in explaining your concerns; include dates, and the names of individuals who may be involved. Please attach any supporting documentation to your email along with any additional information you think is relevant to this grievance.

Click here to enter text.

What would you consider to be an acceptable resolution to your grievance?

Click here to enter text.

Have you previously filed a grievance with any other entity related to this concern? Yes No

If yes please provide us with the name of the entity(s) and the outcome.

Click here to enter text.

Northpoint Bible College and Graduate School will use the information you provide to assist with resolving your formal grievance. By signing this document and submitting a formal grievance, you consent to NPBC's disclosure of any protected or confidential information that may be needed to review your grievance.

The information given in this grievance is true and accurate to the best of my knowledge and I understand that if I fail to respond to requests for additional information or to questions about this grievance, the college may dismiss my grievance.

Student Signature: [Click here to enter text.](#)

Date: [Click here to enter text.](#)