

COLLIN COLLEGE (WORD)
GB (LOCAL) APPEAL FORM INSTRUCTIONS

The attached form must be used to **appeal** the Level One Response/Findings to a formal written complaint brought pursuant to the Collin College Board Policy GB (Local). **The decision of the Level Two appeal shall be final and may not be appealed as outlined by GB (Local).**

Please complete all required information, print and sign the form. All ***Appeal Forms*** MUST be filed with the Vice President of Public Relations and College Development and may be delivered via hand-delivery, fax, email, or U.S. Mail to the following address.

Lisa Vasquez
Vice President of Public Relations and College Development
Collin College Higher Education Center
3452 Spur 399, 4th floor
McKinney, Texas 75069
lvasquez@collin.edu
Fax: 972-758-3894

Note: All Appeal *Forms* must be received within fifteen (15) days of the hearing officer's response.

**COLLIN COLLEGE
GB (LOCAL) APPEAL FORM**

PART 1: COMPLAINANT'S CONTACT INFORMATION

Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone #: _____

Email Address: _____

PART 2: DECISION THAT YOU ARE APPEALING

Date of Response/Findings: _____

Hearing Officer that issued Response/Findings: _____

PART 3: REASON FOR YOUR APPEAL

Please provide the reason you are appealing the decision:

AFFIRMATION:

I hereby affirm that the information provided herein is true and correct to the best of my knowledge.

Signature

Date

**FOR HR USE ONLY
PART 4: LEVEL OF APPEAL**

Type of Complaint: _____

Level of Appeal:

☐ Level Two to Leadership Team Member