
Student Grievance Form (Formal Process)

Information and assistance in completing the grievance form may be obtained from the Ombudsperson or the Vice President, Student Services. To begin, this form should be presented to the appropriate Supervising Administrator as listed in Section VI., Step 1.

Student Name _____ Major _____

Local Address _____ Grade Level _____

_____ SID _ _ _ - _ _ - _ _

Telephone _____ Other Phone _____

Grievance Against the Action/Decision of

Name (s) _____

Department or Administrative Unit _____

Specific Allegation(s)

1. _____
2. _____
3. _____

Narrative data and factual support, include names, departments, dates, times, records, etc. (attach data sheets to this form.)

Remedy sought _____

Timeline, Signatures and Dates:

Dean/Supervising Administrator (*Section VI., Step 1*)

Name _____ Contact Date _____

Title _____ Signature _____

Proposed resolution _____

_____ Date _____

Appropriate Vice President (or designee) (*Section VI., Step 2*)

Name _____ Contact Date _____

Title _____ Signature _____

Proposed resolution _____

_____ Date _____

Vice President, Student Services (*Section VI., Step 3*)

Name _____ Contact Date _____

Title _____ Signature _____

Proposed resolution _____

_____ Date _____

Date copy of grievance form submitted to person being grieved (*Section VI., Step 4*) _____

Date Hearing Board called for (*Section VI., Step 4*) _____

Date Hearing Board Convenes (*Section VI., Step 4*) _____

*Attach documentation for any informal efforts that have been made to resolve the complaint, as well as any proposed resolutions to the formal grievance.