Grievance

Name of Complainant

Classification

Department

Name of Person Against Whom Complaint is Made

Date of Occurrence of Incident

Date Person Against Whom Complaint is Being Filed was First Consulted (by either Complainant or Grievance Committee Member)

Date of Initial Decision

Subject of Complaint

Your Understanding of Decision of Individual Against Whom Complaint is Being Filed

NATURE OF GRIEVANCE

Instructions: State exactly what originally happened; when it happened; who was involved; what rule, regulation, or past practice has been violated.

What adjustment is being sought?

Date presented to committee

Complainant signature

Committee member (if applicable)

Facts and analysis of grievance committee
If grievance still exists, case shall be submitted in writing to Provost. This must be done within 20 calendar days after receipt of Dean's decision.

Note:
1ST. COPY-Person occupying lowest administrative level appropriate
2ND. COPY-Chairperson grievance committee
3RD. COPY-Complainant
4TH. COPY-Person against whom complaint is filed