Name of person filing grievance: _________________________________

Circle One:  
Student  
Support Staff  
Administrator  
Faculty

Nature of Original Complaint (please attach an additional sheet of paper if you need more space):

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Date of Original Complaint: _________________________________

There are three grounds pursuant to which a grievance may be filed:

1. The complainant or the respondent believes that the discipline/sanction imposed was inappropriate for the violation of policy for which the employee was found responsible;

2. An error occurred during the investigative stage preventing either the complainant and/or the respondent a reasonable opportunity to prepare and present information to the investigator(s); or

3. There is a discovery of new information that was not available at the time of the investigative process and could have affected the outcome of the matter.

Please identify below which of the 3 statement(s) above represent(s) the foundation for your grievance:

My grievance is based on number(s): __________________________

Please explain: ____________________________________________

______________________________________________________________________________

Employee Signature: _________________________________

Date: _________________________________

*Please send to the HR Office if you are an administrative or support staff employee, the Provost’s Office if you are a faculty member or the Student Rights and Responsibilities Office if you are a student. Thank you.

Official Use Only:
Date Grievance Received: _____________  Signature: _________________________________