# **Gettysburg College - Notice of Grievance Form**

Name of person filing grievance:

Check one of these boxes: [ ]  Student [ ]  Support Staff [ ]  Administrator [ ]  Faculty

Nature of Original Complaint:

Date of Original Complaint:

## There are two grounds for which a grievance may be filed:

1. Unreasonable Sanction: The Respondent believes that the discipline/sanction imposed was unreasonable for the violation of policy for which the Respondent was found responsible; or
2. Procedural Error: A clear procedural 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) that could have reasonably affected the outcome of the matter.

Please identify below which of the 2 statements above represent 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.*

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| **Official Use Only:**Date Grievance Received:       Signature:       |