# Gettysburg College - Notice of Grievance Form

## I. Name

Name of person filing grievance:

**Check one:** Student:  Support Staff:  Administrator:  Faculty:

## II. Complaint

Nature of original complaint:

Date of original compliant:

***There are three grounds for 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 he or she 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 statements above represent the foundation for your grievance:**

My grievance is based on number(s):

Please explain:

## III. Signature

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:**