

Nonacademic Grievance Form

The front page of this form is designed to be completed by the student and submitted to the Vice President for Student Services. The form will then be completed by the appropriate Supervisor, Vice President, or President. Its purpose is to provide a means for documenting student complaints in a manner that allows them to be systematically addressed.

Date: _____

Student Name: _____

Nature of Grievance: (Check all that apply and provide narrative statement.)

- | | |
|---|---|
| <input type="checkbox"/> University employee conduct | <input type="checkbox"/> Cafeteria/Grill services |
| <input type="checkbox"/> University facilities | <input type="checkbox"/> University housing/dorms |
| <input type="checkbox"/> Admissions Office | <input type="checkbox"/> Financial Aid Office |
| <input type="checkbox"/> Business Office/Billing | <input type="checkbox"/> Student employment |
| <input type="checkbox"/> Health services | <input type="checkbox"/> Chapel |
| <input type="checkbox"/> Campus Recreation/Intramurals | <input type="checkbox"/> Academic Success |
| <input type="checkbox"/> Library services | <input type="checkbox"/> Bookstore services |
| <input type="checkbox"/> Disability services | <input type="checkbox"/> Student Life |
| <input type="checkbox"/> Student services | <input type="checkbox"/> IT services |
| <input type="checkbox"/> University policies/procedures | <input type="checkbox"/> Campus Safety |
| <input type="checkbox"/> Personal safety/security | <input type="checkbox"/> Other (provide details) |

Provide a narrative to summarize the complaint. Use additional pages if necessary.

Desired outcome(s):

Describe action(s) already taken to resolve the matter. Office and personnel to whom the complaint was initially submitted.

Action taken:

Note: If the nature of the grievance makes it inappropriate for the student to meet with the Department Head, Program Director, and/or Center Director, then the student should meet with the Vice President of the area concerned, and then the President if grievance is unresolved.

To be completed by Administrative Personnel:

Describe action(s) taken by the Supervisor.

Signature of Supervisor

Date

Describe action(s) taken by the Vice President.

Signature of Vice President

Date

Describe action(s) taken by the President.

Signature of President

Date

This form is to be completed and returned to the Vice President for Student Services within five (5) school days of receipt of grievance.