



Student Formal Grievance Form

Today's Date _____ Student ID# _____

Student's Name _____

Phone Number _____ Email _____

Date of complaint/incident _____

Individual(s) involved _____

Briefly describe the issue (please attach an additional sheet if necessary)

Briefly describe the outcome of your direct communication with the person(s) involved in the incident/issue in your attempt to resolve it. If you did not communicate with the individual(s) involved please specify.

Resolution

Would you like to have a mediation meeting scheduled between you and the individuals (s) involved?

Yes No

What do you think would be a good solution to the situation?

Authorization to Investigate your Claim

By signing this form, I confirm that the above statements are true and that I am requesting intervention by the Office of Student Affairs. I also grant permission to the Office of Student Affairs to discuss this complaint with the individual(s) named in order to resolve the issue.

Student Signature

Date