



UNIVERSITY OF
LAVERNE
 College of Arts & Sciences

Student Grievance Form

Instructions for Student Grievance Form

This form is to be used to submit a grievance students have been unable to satisfactorily resolve with the faculty, staff, students, or others involved. Please complete all fields so your grievance can be reviewed.

Grievances may be submitted anonymously; however, unless you include your contact information, the Dean's Office will be unable to investigate your grievance or respond back to you regarding the subject matter and/or next steps

Date

Email Address

First Name

Last Name

Student ID #

Major

Expected Year of
 Graduation

.....

Date of incident or situation

Location

If this is a grievance against a specific person(s), please list their names and titles

WHAT ACADEMIC POLICY, UNIVERSITY CODE OR POLICY, OR STUDENT RIGHT DO YOU ALLEGE HAS BEEN VIOLATED?

PLEASE EXPLAIN YOUR GRIEVANCE (Provide complete details and dates;
present facts)

WHAT ATTEMPTS HAVE YOU MADE TO RESOLVE THIS GRIEVANCE UP TO NOW?
Please state who you contacted and what transpired

RESOLUTION SOUGHT

What resolution would you consider fair?

Informal Mediation

Formal Grievance

Other

ANY ADDITIONAL INFORMATION YOU WANT TO PROVIDE

Is there any person who you do not want to be told of your grievance?
(Keep in mind that it may be difficult to resolve if those involved cannot be asked to explain or respond)

NOTE: RETALIATION AGAINST A STUDENT FOR MAKING A GRIEVANCE IS ABSOLUTELY PROHIBITED, AND WILL BE CONSIDERED A SERIOUS VIOLATION OF PROFESSIONAL RESPONSIBILITY

Certification

I hereby certify that the above information is true and correct to the best of my knowledge and belief. I grant permission for this complaint to be forwarded to ULV officials for purposed of investigation and response

Signature

Date

All information provided on this form are confidential until disclosure becomes necessary to proceed with resolution of the grievance