

Student Grievance Form

Instructions for Student Grievance Form

This form is to be used to submit a grievance after a student has been unable to satisfactorily resolve an issue or concern with the faculty,staff, students, or others involved. If this is a grievance related to a faculty member or class, please first address your concern to the faculty member. If you are unsatisfied with the result of that interaction, contact the relevant Department Chair for resolution of the concern. If that interaction has not resulted in a satisfactory outcome, please complete this form and contact the College of Arts and Sciences Dean’s Office.

Please complete all fields, so your grievance can be reviewed.

Grievances may also 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
<input type="text"/>	<input type="text"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>

Student ID #	Major	Expected Year of Graduation
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of incident or situation	Location
<input type="text"/>	<input type="text"/>

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

Please explain your grievance. What university or academic code or policy or student right do you allege has been violated? Present details, dates, and facts, etc.

Have you attempted to resolve the concern with the professor and respective Department Chair? What attempts have you made to resolve this grievance up to now? Please give the dates of the meetings. Please state who you contacted and what transpired.

Resolution Sought

What resolution would you consider fair?

☐ Informal Mediation (discussion with a third party present)

☐ Formal Grievance (submit this form as a complaint)

☐ Other

Additional Information 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.