

**STUDENT GRIEVANCE FORM: FORMAL PROCESS**

The following is a statement of my grievance, which I hereby request be reviewed in accordance with PSR's Student communication and problem solving policy and procedure. (Please use additional paper if needed to complete this form).

Name:

\_\_\_\_\_

IF COMPLAINT IS RELATED TO A STUDENT WORK SITUATION:

Position:

\_\_\_\_\_ Dept. \_\_\_\_\_

Immediate

supervisor/advisor \_\_\_\_\_

IF COMPLAINT IS RELATED TO AN ACADEMIC SITUATION:

Class involved:

\_\_\_\_\_

PSR policies or handbook provisions involved:

\_\_\_\_\_

\_\_\_\_\_

The reason for my grievance is as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The desired outcomes I wish to seek are as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I discussed this issue with \_\_\_\_\_

on (date): \_\_\_\_\_

Their response was as follows:

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I believe this response was unacceptable for the following reasons:

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IF APPLICABLE:

IN ADDITION, I discussed this issue with \_\_\_\_\_ on

(date): \_\_\_\_\_

Their response was as follows:

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I believe this response was unacceptable for the following reasons:

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Witness(es) who can confirm my statements are:

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_