

	Statement of Non-Academic Grievance Report Form	FORM NUMBER: HR-FR-009
		EFFECTIVE DATE: Feb-26 2026 REVISION DATE: Sep-26 2027

Statement of Non-Academic Grievance Report Form

Include only one grievance per form. Additional pages may be used for the same grievance, if necessary. Separate forms should be used for new or different grievances.

SECTION A: TO BE COMPLETED BY GRIEVANT ONLY.

Identifying Information for Student Filing Report

Name:		Student ID#:	
Email:		Phone:	

Information regarding the grievance

Department:	
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Grievance Information

Provide a clear, concise summary of the grounds for the grievance:

Grievant's Name
(print): _____

Grievant's
Signature: _____

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If this report is being filled out by another person, name of said person:

Date of submission: _____

SECTION B: TO BE COMPLETED BY ADMINISTRATIVE MEMBERS ONLY

Date of receipt for Section A: _____

Identifying Information for Administrative Member

Name:			
Department:		Supervisor:	

Grievance Response

Provide a clear, concise summary and explanation of the response to the grievance:

Administrator's Name
(print): _____

Administrator's
Signature: _____

Date of communication to grievant: _____

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SECTION C: TO BE COMPLETED BY PROVOST OR PROVOST DESIGNEE ONLY

Date of receipt for Sections A (and B, if applicable): _____

Verification that appropriate first-level procedures have been followed: YES / NO

IF FIRST-LEVEL PROCEDURES WERE FOLLOWED

Dismissal of Grievance: YES / NO

IF GRIEVANCE IS DISMISSED

Provide an explanation for dismissal below:

IF THE COMMITTEE IS CONVENED

Provide a clear, concise summary of the final decision below :

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Provost's (or designee) Name
(print): _____

Provost's (or designee) Name
signature: _____

Date of communication to grievant: _____