

# GENERAL GRIEVANCE FORM

OFFICE OF THE VICE PRESIDENT FOR STUDENT SERVICES

<b>Date Grievance Filed:</b>		
<b>Student Name</b> <i>(Last, First, M.I.):</i>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Student ID#:</b>
<b>Class Standing:</b> <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate <input type="checkbox"/> ELI <input type="checkbox"/> Dual Enrolled	<b>Major:</b>	
<b>Cell phone #:</b>	<b>Campus Mailbox #:</b>	

## RESIDENCE INFORMATION

<b>Status:</b>	<input type="checkbox"/> Residential Student (live on campus)	<input type="checkbox"/> Commuter (live off campus)
<b>If a Residential Student, please mark which hall and fill in your room number:</b>	<input type="checkbox"/> Alumni Hall Room # _____	<input type="checkbox"/> Heritage Hall Room # _____
	<input type="checkbox"/> Appalachian Commons Apt # _____	<input type="checkbox"/> Swann Hall Room # _____
	<input type="checkbox"/> Burnett Hall Room # _____	<input type="checkbox"/> Butler Hall Room # _____
<b>If you are a COMMUTER, please provide your off campus address below:</b>		

## GRIEVANCE INFORMATION

**INSTRUCTIONS:** Please provide all information requested. Your complaint is not limited to the space provided. You are encouraged to attach additional materials, which may assist in the investigation process. *Please be aware that the information you provide is considered sensitive and will be shared only with those persons who are considered essential to the investigation and disposition of this complaint.*

**Date the Grievance is said to have occurred:** \_\_\_ / \_\_\_ / \_\_\_

**Please describe the grievance. Be as specific as possible by including the date(s) the incident(s) occurred, the names of persons involved and the names of those who may have witnessed the incident:**

**What steps have been taken to address this situation?**

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