

Formal Grievance Form

Name		Date of Submission	
	Academic	Student Life	Other
Check One:			
Academic Policy			
<p>If a dispute involving an academic issue occurs, the student and faculty member should try to resolve their differences through a private conference. Should such efforts fail, the student may initiate the grievance procedure by completing a Formal Grievance Form. Once this form is completed, a meeting with the Grievance Committee will be called. The Grievance Committee is a standing committee composed of the Academic Provost and two students appointed by Student Government, to assist the student and faculty member in resolving this matter. If there is no satisfactory outcome at this meeting, the matter will be sent to the Educational Policies Committee for final resolution.</p>			
Student Life Policy			
<p>Most matters of conflict or disagreement can be resolved by meeting individually with the offending party. Grace Christian University asks that any member of the community with a complaint against another member or entity first attempt to seek resolution by meeting with the individual with whom they are in conflict. Whether or not an individual meeting has taken place, students have the right to submit a formal complaint. This process is initiated by completing this Formal Grievance Form.</p>			
<p>Please describe the situation pertaining to the grievance. Include prior attempts to resolve this issue and your desired outcome. Attach additional paper if necessary.</p>			
<p>Please submit this form and any necessary documents (evidence, communication, etc) to the Dean of Students and/or the Academic Assistant who will submit the form to the Provost.</p>			
Student Signature:		Date:	
Staff Signature:		Date:	