



Community Rights & Responsibilities

at Illinois State University

GRIEVANCE PROCESS REQUEST PACKET

The student grievance process exists to protect students from arbitrary, capricious, and/or unfair acts being committed against them by University faculty and staff. In the grievance process, a select committee of students, faculty, and staff review complaints to determine if they warrant further investigation. Thus, the burden is on the complaining party to make a compelling case that his or her status, rights, or privileges have been adversely affected by some unfair act. The initial review is a blind process, where the names of all people involved are removed. Should the Committee decide to investigate a complaint, one student committee member and one faculty/staff member shall be appointed to review the case in depth. The full committee will then meet to review the findings of the investigators and recommend appropriate action, if any.

By filling out the enclosed form, you acknowledge that you are familiar with all conditions for filing a grievance, as outlined in the Code of Student Conduct.

Please fill out the requested information and print this form. Then send it, along with a written summary of your case, to Community Rights & Responsibilities, Campus Box 2440 (120 Student Services Building). You must fill out all information for your request to be considered.

Part One: General Information

Your Name _____

Local Address _____

City, State, Zip _____

Permanent Address _____

City, State, Zip _____

Local Phone _____

Complaint Against _____

Department _____

Course # & Section _____

Semester / Year _____

Date of Action _____

Are you filing this request within 90 days of the alleged action? YES NO

If "NO", please note reasons why the Grievance Committee should entertain this grievance after the deadline:

Part Two: Grievance Basis

On separate sheets of paper, please provide information relating to the areas noted below.

The student should include all information they wish to have considered by the Committee, including written witness statements, academic papers, projects outlines, etc. It is also useful to provide a copy of the course syllabus where appropriate. Incomplete grievances will either be sent back to the student with a request for more information, or denied without further review.

The grievance should be formatted as follows:

A. Date of act or decision you are challenging

B. Briefly describe the alleged act or decision

C. Explain the basis for your challenge. These are limited to:

1. For academic grievances, give course/department/University regulation or policy which you feel has been violated by the act or decision. Be sure to include a copy of the course syllabus and an explanation of the course requirements, grading criteria, etc...as appropriate.

2. For non-academic grievances, give University regulation or policy, individual right, etc...which you believe has been violated.

D. Clearly and concisely state why you believe the act or decision being challenged is contrary to the policy, regulation, or right you have cited.

E. Provide the chronology in narrative form of all pertinent events leading up to the act or decision being challenged. Include names and dates wherever relevant.

F. Attempted Informal Resolution of Grievance:

1. Describe your discussion(s) regarding the complaint with the person/office against whom the grievance is being filed. Include date(s) of discussion(s).

2. Describe your discussion(s) regarding the complaint with the chairperson/supervisor. Include date(s) of discussion(s).

3. Describe any other informal attempts to resolve the conflict.

G. State explicitly what outcome/action/remedy you are seeking via this grievance petition.

H. Provide any additional information which you believe is relevant to your grievance. Include any written statements from witnesses, as well as names, addresses, and telephone numbers only of those people whom have explicitly agreed to speak to the Student Grievance Committee on your behalf.

I. Include all documents and information you wish to have considered.

Signature _____

Printed Name _____

Date _____

By signing above, I hereby acknowledge that (1) the information provided in this grievance (and all attachments) is complete and true to the best of my knowledge and (2) I am aware of the policies and procedures concerning student grievances as set forth in the current Code of Student Conduct and other pertinent University documents.

For CR&R Use Only: _____

Received by CR&R on: _____

Prepared for Committee on: _____

Initial Review of Committee on: _____

Decision Letter Mailed on: _____

Final Disposition of Case: _____
