

**LIPSCOMB UNIVERSITY
STUDENT COMPLAINT/GRIEVANCE FORM**

Instructions: This form is to be completed when a student wishes to file a **formal written complaint** after he/she has followed the non-written complaint-grievance process(s) described in both the undergraduate and graduate catalogs and the student handbook. A student may obtain the form from the Director of Student Advocacy located in Beaman 141. The form shall be completed and returned to the Director of Student Advocacy who will in turn forward the form to the appropriate University officer under whom the issue will be resolved. Following resolution of the issue, the University officer shall return the form to the Director of Student Advocacy who will maintain a log of all written student/grievance forms denoting resolution/outcome of the issue.

I. Date _____

II. Name _____

III. Department/major _____

IV. Complaint/grievance: __ Grades __ Disciplinary __ Campus Life __ Etc.
(Please explain in detail the issue, past efforts for resolution, persons involved in the non-written process, and outcomes. Explain and describe your reason for appeal and expectations as a result of this written complaint/grievance)

V. Complaint form delivered to Director of Student Advocacy: Date: _____

VI. Complaint form delivered to: _____ Date: _____

Title _____

VII. Findings and outcome: _____

VIII. Resolution/next step: Resolved Further appeal Next step _____

IX. Next step(s): _____

X. Signed _____ Date: _____

Title _____

XI. If additional steps are required, use this form to continue to document the appeals process.

XII. Final resolution: _____

Signed: _____ Title: Provost _____

Date: _____

Document retained in the Office of the Director of Student Advocacy and information entered by the Director of Student Advocacy into the University Student Complaint/Grievance log book