

Students expressing a grievance about the application of college policy, academic or non-academic, should attempt to seek informal resolution of the matter with the faculty or staff member involved, following that with the immediate supervisor of the faculty/staff member if necessary. If such informal procedures do not effect an equitable resolution of the matter, the student may submit a formal grievance form.

A formal grievance will be submitted to the Director of Student Affairs, who will treat the complaint as high priority. The Director of Student Affairs will contact the staff/faculty members directly involved and attempt to reach a resolution. If a suitable remedy for the grievance cannot be reached, a subcommittee will be formed to arrive at a successful resolution. The Director of Student Affairs will keep a log of all formal complaints.

Name: _____ Today's Date: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Midstate Email: _____

Date of Grievance: _____ Type of Grievance: _____

Parties Involved: _____

Have you attempted to resolve the issue with the involved parties? Yes No

Details/Comments: (If more space is needed please write on back or add additional sheet of paper.) _____

Remedy and/or Solution Sought: _____

Student Signature: _____

Return form to:
Rhonda P. Urban, Director of Student Affairs
411 W. Northmoor Road / Room 212
Peoria, IL 61614-3558

Office Use Only

Administrative Follow-up Taken: _____

Final Results: _____ Date: _____