

SFA Formal Institutional Grievance Form

Office Use Only: Date Received: _____

Return completed form to the Office of the
General Counsel in Austin Building Room 310 or
e-mail to ogc@sfasu.edu

First & Last Name

CID Number (if any)

Mailing Address

Cell Phone Number

E-mail address

A formal institutional grievance must meet the following thresholds:

- The grievance alleges a violation of written university policies or procedures, **OR**
- The grievance alleges a written university policy or procedure has been arbitrarily, capriciously or unequally applied, **AND**
- The grievance has been unsuccessfully resolved through informal resolution strategies, **AND**
- The grievance has been communicated in writing and asserts that a formal grievance is being filed.

I. Which university policy or procedure are you submitting your grievance concerning?

(If you are unsure, the Office of the General Counsel can provide assistance.)

II. Have you attempted to resolve your concern in the department or office where you are having difficulty?

_____ Yes _____ No

For grievances that are related to a policy or procedure that has prescribed grievance procedures, those relevant grievance procedures will govern the response. For grievances that related to a policy or procedure with no prescribed grievance procedures, the following process will apply:

Formal grievances must be filed within 30 university business days of the university action creating the individual's concern. Upon submission, the formal, written grievance will be routed to the appropriate administrator for review. Upon receipt of the grievance, the administrator will notify the individual of its receipt and has 20 university business days to provide a written response. For grievances filed at the end of or between semesters, additional response time may be necessary to allow for availability of the relevant parties. When additional time is necessary, individuals will be advised in writing of the estimated time for response within 20 university business days of receipt of the grievance.

In the space below, outline how you believe the policy or procedure has been violated or how it has been unfairly applied to you. Include as much detailed information as possible regarding the situation (i.e. name, dates, etc.).