Northwestern Oklahoma State University
Grievance Form

Instructions for Grievance: Please complete the general information in the top portion of the form, write a factual description of the incident concerning your allegations, sign the form, and submit it to the Vice President for Student Affairs and Enrollment Management, Fine Arts Building, Room 126 on the Alva Campus.

General information:

Name of Individual Filing Grievance: _____
Last First Middle

Email Address: _____ **Phone Number**: _____

Date and Time of Incident: _____

Location of Incident: _____

Description of Incident: Please write a description of the incident in chronological order. Provide details concerning your observations, actions of individuals, and statements made by all parties that you recall. You may attach additional pages as necessary. When filing a grievance form, the grievance must be addressed to the individual who action is being grieved, the immediate supervisor and the appropriate Dean or Vice President. You may attach additional pages as necessary.

Signature of the Complainant: _____Date: _____