

# HUMBOLDT STATE UNIVERSITY

## STUDENT GRIEVANCE FORM: LEVEL 1

**DATE:**

**TO:**

Student Grievant

Respondent

**FROM:**

Administrator

**RE: Outcome of Student Grievance, Level 1**

This is to verify that I met with  on  regarding a  
Grievant Name Date

grievance against the action / decision of  on   
Respondent(s) Name(s) Date of Action or Decision

**Course number / title (if applicable):**

**Summary of action / decision being grieved:**

**Remedy being sought (grievant's requested outcome):**

According to university policy, the basis of a grievance is the claim that "an action constitutes arbitrary, capricious, or unequal application of a written campus policy or procedure or an established practice."**Please state the specific policy, procedure, or established practice identified as relevant to the action being grieved:**

**Fact Finding:** Please describe specifically what was done to facilitate a resolution at Level 1.

**Determination or Resolution:** Please indicate whether or not resolution was achieved, and explain how the Level 1 process led to this result. If resolution was achieved, please state the determination or resolution that resulted from the Level 1 process.

**Attachments:** Please attach the following:

- Student's original written statement to the dean's office
- Correspondence documents (emails and letters)
- Supporting documents of student grievant and/or respondent such as student's work, syllabus, etc...that was submitted to the dean's office during this process

If resolution was not achieved, the above named student has ten (10) instructional days from receipt of copy of this memorandum to proceed to Level 2 of the student grievance process.

Completed Level 1 forms are sent via certified mail to the grievant and respondent if they are living off campus. If parties are on campus, the form can be hand-delivered and signed for, or the grievant / respondent can pick up the form in the dean's office and sign for it. Completed forms are also sent to the Grievance Coordinator via campus mail.