



UNIVERSITY OF PASADENA

COMPLAINT/GRIEVANCE FORM

Student/ Employee ID: _____

Student/ Employee Name: _____

Date of incident: _____

Please tick: COMPLAINT GRIEVANCE

Complaint: A complaint is initially an oral claim by a student alleging improper, unfair, arbitrary or discriminatory treatment. The College may ask the student to submit the complaint and its details in writing for purposes of follow-up and required College record keeping. If you have a complaint, you would like the appropriate person to follow up with those involved. This includes contacting you, conducting a Fact Finding Inquiry to determine the background, etc.

Grievance: A grievance is a written claim raised by a student, alleging improper, unfair, arbitrary, or discriminatory action by an employee involving the application of a specific provision of a College rule/regulation or a board policy or procedure

Please explain the reasons for your complaint/grievance (include as appropriate the history of events, the names and actions of the parties involved, and the outcome you are seeking). Attach all supporting documentation.

What action you have taken so far to resolve the complaint/issue: Have you already discussed the problem with the other person/s involved to seek a resolution informally?



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List any witnesses contact information if possible:

Student / Employee Signature:

Date:

For Office use only

Date of initial investigation/informal meeting: _____

Findings:

Resolution/Comments:

In charge Signature: _____ Date: _____