Grievance Procedures

- Please approach the individual you have a grievance with first. Express all of your concerns and any suggestions you may have on how to resolve the situation.

- If you are unable to reach a resolution, complete this form. Be sure to complete the entire form prior to submitting. If the form is incomplete, it will not be accepted by the department office.

- Submit this form to the Chemistry Dept. in GMCS 209 during office hours.

- Once the Chair has reviewed the grievance he will then take appropriate actions. Please note, the Chair may or may not need to contact you to resolve this situation. If you would like to check the status, please contact the Chemistry Department at 594-5595.

  Date: ________________

  Name: ___________________________ Phone: _____________ Email: _________________________

  Who do you have the grievance with? ________________________________________________

  Give a detailed description of the grievance:

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Did you discuss the grievance with the individual? Yes No

If your grievance is with a TA, have you spoken with the lab coordinator? Yes No

Give a detailed description of your discussion with the individual including their response:

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What action would you have liked them to take?

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