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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Turn Over

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:

What action would you have liked them to take?