



STUDENT GRIEVANCE INTAKE FORM

SUBMIT COMPLETED FORM TO: studentaffairs@saybrook.edu.

STUDENT NAME: _____

STUDENT ID #: _____

SAYBROOK E-MAIL: _____

PHONE #: _____

SEMESTER AND YEAR: _____

DEGREE LEVEL:

PROGRAM: _____

STUDENT SIGNATURE: _____ **DATE:** _____

Name of Respondent: _____

Respondent's Title/Department: _____

Issue:

Misapplication or failure to apply a written school policy, a regulation or rule, or a violation of state or federal law.

Unlawful Discrimination:

- | | |
|------------|-----------------------------|
| Race | National Origin of Ancestry |
| Gender | Sexual Orientation |
| Religion | Marital / Parental Status |
| Age | Military / Veteran Status |
| Disability | Other |

Retaliation

If grieving the misapplication or failure to apply a written school policy, a regulation or rule, or a violation of federal or state law, cite the specific policy, regulation, rule, or law at issue:

What steps have you taken to resolve this matter informally? Please attach a letter addressed to the Dean of Students describing the nature of the matter being grieved, including any facts and documents you intend to utilize to support your position.

Requested Resolution: