



STUDENT GRIEVANCE INTAKE FORM

This form is to be used by students initiating a formal grievance procedure as outlined in the [Student Grievances Procedure](#) section of the Academic Catalog. Grievances that assert violations of the [Anti-Discrimination, Anti-Harassment, and Title IX Policy](#) shall follow Saybrook’s procedures for such complaints as outlined in Academic Catalog.

SUBMIT COMPLETED FORM TO: studentaffairs@saybrook.edu.

STUDENT NAME: _____

STUDENT ID #: _____

SAYBROOK E-MAIL: _____

PHONE #: _____

SEMESTER AND YEAR: _____

DEGREE LEVEL:

PROGRAM: _____

STUDENT SIGNATURE: _____ **DATE:** _____

Grievance Against the Action Of:

Name of Respondent: _____

Respondent’s Title/Department: _____

Nature of the Grievance:

List the decision(s) by Saybrook and the events that give rise to the grievance.

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 and in what manner there has been material damage or adverse impact to you.

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.



Provide the names of the decision-makers and other persons with knowledge of the matters at issue.

Remedy or Resolution Requested.