



1350 King College Road
Bristol TN 37620

STUDENT GRIEVANCE FORM

Name of person filing grievance: _____

Signature of person filing grievance: _____

Date: _____ Preferred Phone Number: _____

Type of Grievance:

Academic Issue ____	Student Employment Issue ____
Financial Issue ____	University Employee Issue ____
Administrative Policy Issue ____	General Grievance ____

Students who wish to file a grievance must begin by submitting this "Student Grievance Form" with an attached letter explaining their grievance. Additional copies of the Student Grievance Form are available online at <http://students.king.edu> or a paper copy may be obtained from the Student Affairs Office. Completed grievances should be returned to the Office of the Dean of Students; this office will serve as the clearinghouse for any submitted grievances and direct received grievances to the appropriate office/administrator. If a student wishes to file a grievance against the Dean of Students, the grievance should be submitted to the Office of the Vice President for Student Affairs.

All grievances must be filed within eight business days after the incident/event/issue causing the grievance occurred. After filing a grievance, the student will be contacted within ten business days with an initial response; although, often progress will be made sooner than the ten-day time frame.

Please be certain that your grievance includes the following pieces of information:

- Description of situation and any facts crucial to fully understanding the issue
- Explanation of previous steps you have already taken to resolve the problem
- Names of individuals you believe are responsible and why
- Date situation occurred
- Any individuals who witnessed or have knowledge of the incident/event/issue

Before filing a grievance, it is advised that you read the King University Student Grievance Policy (attached). Any questions about filing a grievance that are not answered by reading the policy should be directed to the Dean of Students or Vice President for Student Affairs.

FOR OFFICE USE ONLY:

Date Received: _____

Initial of University Official: _____