lf١	you wish to file a	grievance under s	stage 2 and 3 (of the compl	laint and q	rievance i	orocess, cor	nplete all c)f

For Office Use Only				
Date received	By			
Copy to faculty/staff member on	Copy to division chair/supervisor on			
Action/Resolution:				

Summary of Informal Complaint Process (Stages 1A 1C must be completed for formal grievance)

Stage 1 A (informal) of the process is for you to talk directly to the faculty/staff member.