



## **GRIEVANCE PROCEDURE FOR HAMPTON UNIVERSITY**

### **WILLIAM R. HARVEY LEADERSHIP INSTITUTE STUDENTS**

**STEP ONE: START AT THE SOURCE OF THE PROBLEM** (please note: it is the student's responsibility to initiate this process *within 10 days* of the start of the subsequent semester for grievances related to grades. For all other grievances, every effort should be made to initiate this process immediately)

- a) Schedule a conference with the instructor of the course or staff personnel as applicable.
- b) Be prepared to discuss issues of concern clearly. Do not speculate.
- c) The Instructor/Staff Personnel will provide a statement in the appropriate section on page 3.
- d) Proceed to the next level of authority if the problem or concern is not resolved.

**STEP TWO: SCHEDULE A CONFERENCE WITH ACADEMIC ADVISOR (Ms. Thomas).**

Repeat steps B, C and D as stated in Step One.

**STEP THREE: SCHEDULE A CONFERENCE WITH THE ADMINISTRATIVE HEAD OF THE DEPARTMENT OR ACADEMIC UNIT (Dr. Williams)**

Repeat steps B, C and D as stated in Step One.

**STEP FOUR: SCHEDULE A CONFERENCE WITH THE WILLIAM R. HARVEY LEADERSHIP INSTITUTE GRIEVANCE COMMITTEE (See Ms. Hill).**

Repeat steps B, C and D as stated in Step One.

**STEP FIVE: SCHEDULE A CONFERENCE WITH THE PROVOST OF HAMPTON UNIVERSITY.**

Repeat steps B, C and D as stated in Step One.

NOTE: If steps one through four have been omitted, the Provost will refer the case back to the step that was omitted.

Hampton University has policies which have been established to resolve student problems and issues in a fair and impartial manner. Our most important business is to help students learn while maintaining high academic and ethical standards.

Source: (Modified) Hampton University Academic Catalog 2016-2018, page 25.



# William R. Harvey Leadership Institute

## Student Complaint/Grievance Form

**Instructions:** A grievance is an educational or personal issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her education. Students who have a complaint or grievance in the Williams R. Harvey Leadership Institute should complete this form following proper procedures.

Student Information			
Student Name:			
Address:	City/State/Zip:		
Student ID#:	Semester & Year:		
Cell Phone Number:	Email Address:		
Type of Grievance: Grade Appeal (not due to attendance) Unfair Treatment Other: _____	Name of Course (If applicable):		
Complaint/Grievance Information			
Name of the individual(s) and/or department against whom the complaint/grievance is filed:			
Describe your complaint/grievance in detail. Include date(s) of occurrence (be as specific as possible). Attach additional sheets, if necessary, along with supporting documentation. If there are any witnesses who should be interviewed, please list names and contact information.			
START AT THE SOURCE OF THE PROBLEM			
Date:	Instructor/Administrator Signature	Was your complaint/grievance resolved? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SCHEDULED CONFERENCE WITH ACADEMIC ADVISOR			
Date:	Cynthia Thomas	Was your complaint/grievance resolved? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SCHEDULED CONFERENCE WITH ADMINISTRATIVE HEAD OF THE DEPARTMENT			
Date:	Dr. Desiree Williams	Was your complaint/grievance resolved? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SCHEDULED CONFERENCE WITH WRHLI GRIEVANCE COMMITTEE			
Date:	Tisha Hill (scheduler)	Date committee will convene:	Was your complaint/grievance resolved? <input type="checkbox"/> Yes <input type="checkbox"/> No
SCHEDULED CONFERENCE WITH THE PROVOST OF HAMPTON UNIVERSITY			
<small>NOTE: If steps one through four have been omitted, the Provost will refer the case back to the step that was omitted.</small>			
Date:	Provost	Provost Decision:	

I, \_\_\_\_\_, understand that it is my responsibility to initiate this process within 10 days of the start of the subsequent semester for any grade related grievance and that failing to adhere to the 10 day requirement will result in my complaint/grievance being considered closed. I understand that the information contained in the complaint/grievance form will be held confidential to the extent possible. Complaint/grievance information may be shared with the institute and university officials in order to conduct a thorough investigation. I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions.

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Date*



# William R. Harvey Leadership Institute

## Student Complaint/Grievance Form

**Instructor/Staff Personnel**

--

**Academic Advisor**

--

**Administrative Head of the Department**

--

**Grievance Committee**

--

**Provost**

--