

Homecoming Grievance Form

Type or print clearly and legibly

My Name is: _____

My phone/pager is: _____

I am a _____ student _____ faculty/staff _____ alumni

SS# _____

My address is: _____

This grievance concerns _____ **(specific activity)**

and is a violation of _____ **(specify**

the rule violated according to the Homecoming rules)

This violation occurred on _____ **(date) at** _____ **(time),**

_____ **(specify location).**

Exact description of violation (be very specific, include full names of all parties)

I have read and understand the grievance procedures on the reverse. The above information that I have provided is true and correct to the best of my knowledge.

Signature and date

I have received a copy of this Grievance Form. _____ Initial and date
(Original to stay in Dean of Students Office)

Received by the Dean of Students Office _____ Initial and date

Homecoming Grievance Procedures

The Homecoming Grievance Committee will hear grievances concerning violations of any homecoming rules and regulations which are submitted in writing on the proper form to the Dean of Students. The Grievance Committee will consist of both student and faculty/staff who are members of the Homecoming Committee. The Grievance Committee will be comprised of at least 3 students and 3 faculty/staff members of the Homecoming Committee. The Dean of Students or his/her representative will serve as administrator and ex-officio of this committee but will not have voting privileges. The Dean of Students will vote only in a situation where the Grievance Committee is tied and cannot make resolution. Committee members involved in a particular grievance will not be permitted to serve as a member of the panel hearing the grievance.

Grievance Procedure:

Grievance Forms are available in the Student Activities Office, the Dean of Students Office, and the Homecoming Web Page. All forms must be complete and turned in to the Dean of Students Office. Grievances must be submitted in writing within two school days of the violation and no later than the Thursday before Homecoming by 12:30 PM. The Grievance Committee will meet within 2 school days of receiving the grievance. The Dean of Students and his/her representative will notify all parties of the time and place of the grievance hearing. The committee shall give the opportunity to the parties involved, or their representatives, to present cases orally. The presentation may include a statement of the case, presentation of testimony in person or by affidavit (in writing), arguments, and a summarizing argument that includes expected considerations and actions by the committee in determining its findings for the case.

The Dean of Students will notify all parties involved in a grievance of the committee's decision in writing. A letter will be mailed within 2 school days of the hearing. All parties may also be notified by telephone or in person at the discretion of the Dean of Students Office.