# INDIA UNIVERSITY SOUTHEAST
## GRIEVANCE FORM

Please read the IU Southeast Grievance Process (flow chart) prior to filing a complaint.


### CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Complainant's Name: ________________________________</th>
<th>Daytime Phone/Cell:</th>
<th>University ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Faculty</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Respondent’s Name: ________________________________</th>
<th>Contact information if known (phone, university department, class, student organization):</th>
<th>University ID if known:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Staff</td>
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<td>□ Faculty</td>
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</tr>
</tbody>
</table>

| IUS Academic and/or work unit:                      |                                                                                 |                          |

### GRIEVANCE INFORMATION

<table>
<thead>
<tr>
<th>Date of Occurrence: ________________________________</th>
<th>Have you discussed this issue with your supervisor and/or a University Employee?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: Must be within 10 business days of filing</td>
<td>□ yes □ no □ not applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor/Employee's Name:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

**Issue of Grievance:** (Please read the list of issues that are grievable on the back of this form.)

List specific problem(s)/issue(s). Example: harassment, violation of federal and state employment laws, etc.

For clarification of the issue(s) of your grievance, please provide statements regarding the alleged discriminatory practice, decision and or circumstance which is the subject of this grievance. (Describe what happened, when and where, how your employment or student experience has been affected, and indicate names of others involved. Attach any supporting documentation.)

Relief Requested: Indicate the action(s) that would resolve your grievance.

My signature indicates that the information contained on this form and attachments to this form are true and factual to the best of my knowledge.

Date ___________________________________ Complainant’s Signature _______________________

Group Grievance: If this is a group grievance, attach a list of all persons who are parties to the grievance. The list must include each person's name, university ID, day time phone number, and signature. The list must also designate one individual as spokesperson for the group.

### For University Office Use Only

Date Received ______________________________ Signature of University Officer _______________________

Note: Grievance is not officially filed until this form is submitted to one of the University Offices (see back) Rev. 10/2013
Grievable Issues—discrimination or violations regarding the following:

- EEO/AA (defined)
  - Race or Ethnic Group
  - Color
  - Religion
  - Disability
  - Gender
  - Age (over 40)
  - Status as a Disabled Veteran
  - Status as a Vietnam-era Veteran
  - Sexual Harassment

- Violations to the IU Code of Student Rights, Responsibilities, and Conduct
- Violations to University policy
- Law Violations
- HR Policy Violations
- Condition of Work Violations
- Employee Disciplinary Action Violations

To submit the Grievance Form, mail, email, fax, or hand-deliver the form to the applicable office below (see Grievance Process Chart):

**Office of Equity & Diversity**
4201 Grant Line Road, US Room 231
(812) 941-2306
(812) 941-2549
EqDiv@ius.edu

**Office of Student Affairs**
4201 Grant Line Road, US Room 155
(812) 941-2420
(812) 941-2698
sestuaf@ius.edu

**Office of Academic Affairs**
4201 Grant Line Road, US Room 152
(812) 941-2208
(812) 941-2170
seacad@ius.edu

**Office of Human Resources**
4201 Grant Line Road, US Room 244
(812) 941-2356
(812) 941-2556
HR@ius.edu

For Staff:  [http://ius.edu/diversity/staff-equity-diversity/complaint-process.html](http://ius.edu/diversity/staff-equity-diversity/complaint-process.html)