**GRIEVANCE COMPLAINT LOG**

The following blanks are to be filled in by the Chair of the Grievance Committee to record the various steps in the grievance process. This page should be attached to each complaint immediately upon receipt.

Date Complaint received:

Accepted as Grievance\_\_\_\_ Not Accepted as Grievance\_\_\_\_ Date:

Date Academic VP/Provost notified Grievance Accepted:

Date Parties first notified of status:

Dates of subsequent status notifications:

Last Date for informal resolution through administrative channels:

Date of Grievance Committee recommendation(s):

Response to Committee recommendation for redress (if any):

\_\_\_\_to be implemented \_\_\_\_not to be implemented \_\_\_\_to be implemented with modification

Date:

Date of Final Report to Parties, Administrative Officials, President & Senate:

Date Summary Report filed with Faculty Senate: