



Student Grievance Petition Form

The MBKU Grievance Procedures require that students first discuss and/or attempt to resolve any complaint with the person directly responsible for the source of the complaint (e.g., faculty or staff member(s), department, chair, or other appropriate administrator) prior to submitting a Student Grievance Petition form. If the grievance is a grade dispute, the student must meet with the faculty member first.

Student's Name (please print): _____ ID# _____

Student's Contact Number: _____ Email: _____

Name of Parties Involved: _____

Criteria and Nature of the Grievance: Please identify the reason for submitting a grievance and explain, in detail, all circumstances relating to the grievance, using additional pages if necessary. All information pertaining to your grievance will be private and shared only with those individuals who are responsible for decision making.

Attempt(s) at Informal Resolution: Please explain, in detail, all attempts at informal resolution and include a copy of the notification of the informal resolution outcome with this form.

Relief Sought: Please explain, in detail, the relief sought.

Student's Signature: _____ Date: _____

Send to: StudentGrievances@ketchum.edu

For Office Use Only	Date of the Receipt of the Grievance Petition Form: _____ Routed to: _____ Department: _____ Decision: _____ Signature: _____ Date: _____
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