



**LSSU School of Nursing**

**Student Grievance Petition Form**

The LSSU School of Nursing Grievance Procedures require that students first discuss and/or attempt to resolve any complaint with the faculty or staff member(s), division chair, or other appropriate administrator prior to submitting a Student Grievance Petition form. If the grievance is regarding a grade, the student is required to follow the university grade appeal process.

Student(s)'s Name (please print): \_\_\_\_\_ ID# \_\_\_\_\_

Student's Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Student(s)'s Telephone Number: \_\_\_\_\_

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 sheets of paper if necessary. All information pertaining to your appeal will be kept confidential (attach additional sheets if necessary).

**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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Grievance Petition Form Recipient's Use Only**

Date of the Receipt of the Grievance Petition Form: \_\_\_\_\_

Recipient's Signature: \_\_\_\_\_