

University of South Florida

Student Official Grievance Form

This form is to be used in accordance with [USF Policy 30-053 Student Grievance Processes Index](#) to begin a formal non-academic grievance process. This form is only used for instances not already covered in a formal process. A non-academic grievance or complaint alleges improper, unfair, or arbitrary action by a USF department, administrator, and/or staff member involving the application of a specific provision of a USF regulation, policy, or procedure.

Student Information	
Full Name	
Address	
Phone	
E-mail	
U#	
Date of Submission	
Complaint Information	
<p>Have you already attempted to address this complaint with the person most directly involved with your complaint</p> <p style="text-align: center;">Yes *No</p>	
<p>If no- please refer to the Student Grievance Policy which requires you to first attempt to resolve the complaint directly with the person before initiating this formal process</p>	
<p>Do you believe that someone in the university has violated published policies or procedures or that they have been applied to you in a manner different from other students?</p> <p style="text-align: center;">*Yes No</p>	
<p>If "yes", please cite the policy or procedure you believe has been violated or applied inconsistently</p>	
<p>NOTE: If your complaint deals with allegations of discrimination, please contact the Office of Diversity, Inclusion, and Equal Opportunity to file a complaint there.</p>	
<p>Describe your grievance in detail. Specify any dates, staff with whom you deal (including their email and/or telephone contact information), etc. Please describe how you attempted to resolve the complaint informally before imitating this process. Attach copies of any documentation that will help describe the problem and substantiate your assertion that a policy or procedure was violated.</p>	