

**Notice of Intent to File a Formal Grievance**

Name:	RU Student ID:
Telephone number where you can be reached:	
Program/department/school or person about which/whom the grievance is being filed:	
Reason(s) for the grievance (See Graduate Student Grievance Procedures” on the Radford University College of Graduate Studies and Research website for policy on student grievances before completing this section). <b>(The grievance itself should only be about the process and not the decision itself.)</b> <i>Attach additional sheets as necessary.</i>	
Suggested resolution: indicate what you would consider a fair resolution of grievance, with supporting reasons <b>(The potential resolution should only be about the process and not the decision itself.)</b>	
By signing below, I verify that I have been unsuccessful in reaching a resolution by working with the parties listed above in the informal grievance process. I also recognize that the falsification of any information, either on this form or at any stage of the grievance process, represents a violation of the Radford University Honor Code.	
Signature _____ Date _____ Print/Type Name:	
Signature of Department Chair/Director (or designee) _____ Date _____ Print/Type Name:	

(Distribute copies to the student and all other parties involved.)