



Office of Community Standards
Otte Center for Student Affairs
201 South Grant Avenue
Columbus, OH 43215
www.franklin.edu/community-standards

FRANKLIN UNIVERSITY GRIEVANCE FORM

INSTRUCTIONS

1. PLEASE TYPE OR PRINT LEGIBLY.
2. COMPLETE THE ENTIRE FORM AND SIGN. *(Form may be filled electronically)*
3. SEND FORM TO THE OFFICE OF COMMUNITY STANDARDS, LOCATED IN THE OTTE CENTER FOR STUDENT AFFAIRS, MAIL TO THE ADDRESS ABOVE, OR E-MAIL TO advocate@franklin.edu.

COMPLAINANT

Name: _____ Home/Cell Phone: _____

Address: _____ Work Phone: _____

City: _____ State: _____ Zip: _____

Email address: _____

I am (select one): Current Student If student, enter Student ID# _____

Faculty/Staff Other _____

If you would like to report an incident anonymously, please go to www.franklin.edu/community-standards and click "Report a Violation or File a Grievance."

NATURE OF GRIEVANCE

Describe the situation involving your grievance below. List dates of events, persons involved, locations, actions and statements made, etc. List the names and telephone numbers of University representatives whom you contacted, the dates and times that you spoke, and any other information that would help the investigation of your grievance. Please attach additional documentation as needed.

What results, outcomes, or solutions are you anticipating as a result of filing this complaint?

READ THE FOLLOWING BEFORE SIGNING BELOW:

This form is intended as a reporting obligation and should focus principally on nontrivial complaints, either academic or nonacademic, made formally in writing, signed by the complainant, and addressed to and submitted to an organizational officer with the responsibility to handle the complaint.

Upon receipt of this form, the Office of Community Standards will conduct an investigation, which may take up to 15 calendar days, depending on the complexity of the situation and how many parties need to be contacted.

I hereby declare that the above statement is true to the best of my knowledge and belief, and I understand that any false statements made in this complaint may be considered a Student Code of Conduct violation.

Complainant Signature: _____ Date: _____