

Decision of Immediate Supervisor/Dean

Supervisor's or Dean's Signature		Date	
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Employee's / Student's Answer	I am satisfied with the answer to my grievance.		
	I am not satisfied with the answer to my grievance and wish to have it advanced to the next step.		

**Second Step
Reply to the Employee/Student Grievance Next Level**

Supervisor's or Dean's Signature		Date	
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Employee's / Student's Answer	I am satisfied with the answer to my grievance.		
	I am not satisfied with the answer to my grievance and wish to have it advanced to the next step.		

Third Step
Reply to Employee Grievance, Next Level

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President's Signature		Date	
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