

BYLAWS OR CODE GRIEVANCE – SECTION M

Appeal to Vice President

Instructions: This form is completed if the grievant is not satisfied with the response at Step One and would like to appeal the response to the appropriate Vice President, or designee. The appeal must be filed within 10 calendar days following the issuance of the response at Step One. Form must be filed with the appropriate Vice President.

Date Filed			
First Name		Last Name	
Title		Department	
Home Address			Phone
City		State	Zip

STATEMENT OF APPEAL

Please provide a concise but complete statement why you are appealing the response at Step One, including arguments why the decision is erroneous. Attach a copy of the Step One response as well as a copy of all papers you filed.

Complete Statement of Appeal (attach additional pages as needed)

Grievant Signature	Date
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