



GRIEVANCE PROCESS

The purpose of this process is to allow students to communicate with the MESA Day Host Director on matters regarding the administration of competitions or the administration of any part of MESA Day.

Grievance Forms will be reviewed by the Arbitration Committee as time allows. All grievances and appropriate comments and/or recommendations by the Arbitration Committee will be submitted to the MESA Day Host Director at the end of the day.

If a student wishes to speak to an Arbitrator, the student may wait for an opportunity between appeals. Students must remember that the arbitrators' first priority is to listen to all appeals.

1. Student completes a Grievance Form and places it in the designated Grievance Form Box located near the Arbitration Room.
2. Student must be specific in describing the nature of the problem being grieved.
3. Student must indicate how the particular incident or oversight affected them personally.
4. Whenever possible, student should indicate how the incident or oversight might have been avoided.