

STUDENT ACADEMIC GRIEVANCE

NOTE: A student wishing to file a "STUDENT ACADEMIC GRIEVANCE" should use this form and the above procedure. The procedure, including the timeline, should be strictly followed.

Student Name _____ SSN _____

Date _____ Phone _____ Major _____

Course Name and Number _____ Section _____

Instructor's Name _____

Date(s) of incident being grieved _____

Brief description of grievance _____

(Use another sheet if more space is needed.)

Student's Signature _____

Date of chairperson's conference with instructor _____

Instructor's response to grievance _____

Grievance: _____ Resolved _____ Unresolved

Instructor's Signature _____

(over)

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Date of conference with Department Chairperson, Faculty and Student _____

Grievance: _____ Resolved _____ Unresolved

Result of meeting of chairperson with faculty and student.

ACTION BY CHAIRPERSON:

Grievance is: _____ Resolved _____ Unresolved

Department Chairperson Signature _____

STUDENT: I accept/reject (circle) the decision of the chairperson.

Signed _____ Date _____

INSTRUCTOR: I accept/reject (circle) the decision of the chairperson.

Signed _____ Date _____

If either the student or the instructor is not satisfied with the chairperson's decision, he or she may appeal to the dean within five (5) days of the chairperson's decision. A complete record of the grievance will be forwarded to the dean by the chairperson. The dean and the chairperson will meet with the student and the instructor. After hearing both sides and reviewing the record, the dean will render a decision, in writing, affirming or denying the grievance within five (5) days. The decision of the dean is final.

ACTION BY DEAN:

Signed _____ Date _____