

FORMAL ACADEMIC GRIEVANCE FORM FOR GRADUATE STUDENTS

INSTRUCTIONS: Please read the attached Policy on Graduate Student Grievances before filling out this Student Academic Grievance Form.

Completion of this form constitutes the beginning of the first stage of a Formal Appeal process. The return of this form to the Graduate College (Lang 122) establishes the beginning of the second stage of a formal appeal, which falls under the authority of the Graduate Student Academic Appeals Board. Upon submission, copies of this form will be sent to the faculty member involved. If necessary, the chair of the Appeals Board will contact the student filing the appeal to arrange the Appeal Hearing within twenty (20) school days from the day the Chair receives the Appeal.

DEPARTMENT OF \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ STUDENT NUMBER \_\_\_\_\_

STUDENT ADDRESS \_\_\_\_\_  
street city state zip

PHONE NUMBER \_\_\_\_\_ NAME OF FACULTY MEMBER FROM WHOM

REDRESS IS SOUGHT \_\_\_\_\_

COURSE NUMBER \_\_\_\_\_ SECTION \_\_\_\_\_

COURSE NAME \_\_\_\_\_ SEMESTER TAKEN \_\_\_\_\_

\_\_\_\_\_ I have completed the informal procedure for resolving a student academic grievance by meeting with or corresponding with:

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Meeting Date or Date of Correspondence

\_\_\_\_\_  
Student's Signature Date







V. TO BE COMPLETED BY THE GRADUATE COLLEGE:

DATE RECEIVED BY GRADUATE COLLEGE: \_\_\_\_\_

A. \_\_\_\_\_ Grievance does not have merit:

Grievance cannot be resolved/addressed because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Date

B. \_\_\_\_\_ Grievance has merit:

Grievance could not be resolved at the departmental level.

Suggestions for resolution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Graduate Dean

\_\_\_\_\_  
Date



C. Disposition

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Date sent to Chair of Appeals Board: \_\_\_\_\_

VII. TO BE COMPLETED BY APPEALS BOARD CHAIR:

Date received by Appeals Board Chair: \_\_\_\_\_

Appeals Board Decision:

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\_\_\_\_\_  
Signature of Appeals Board Chair

\_\_\_\_\_  
Date

Extension of time limits:

It may be necessary, in the interest of justice to extend a specified time limit when the principal(s) involved in a grievance cannot be reached in a timely fashion by telephone, mail, or other forms of communication, or when the principal(s) may be absent from the campus or temporarily indisposed due to illness, accident, injury or other extenuating circumstance. Time limits may be extended, in extraordinary circumstances, by the Graduate Dean or his designee.

Approved by Graduate Council  
1/27/94

Revised 6/16/98

Revised 6/14/02