Student Academic Grievance

STUDENT’S FORM

Date Grievance Filed ________________

SECTION A (Student Information)

Name __________________________________________________________________________________

Banner ID Number ________________________________________________________________

Current Address ______________________________________________________________

Phone Number ___________________________ E-mail ___________________________________

Your College (please circle) CLASS H&HS EDUC F&PA STEM WCBA GRAD COLLEGE

Major/Program ___________________________________________ Class Rank ________________

SECTION B (Instructor Information)

Instructor’s Name ______________________________________________________________________

Instructor’s Department __________________________________________________________________

Course Number and Title of Class _________________________________________________________

Semester and Year of Course _____________________________________________________________

Grade Received _________________________________________________________________________

SECTION C (Informal Process Information)

1. Have you discussed the grievance with your instructor? (please circle) yes no
   If yes, when? _______________________________________________________________________

2. Have you discussed the grievance with the chair of the department in which the class is taught?
   (please circle) yes no
   If yes, when? _______________________________________________________________________

Name of Department Chair ______________________________________________________________
3. Have you discussed the grievance with the dean of the college in which the class is taught? (please circle) yes  no

If yes, when ___________________________________________________________________

Name of College Dean ___________________________________________________________

Meeting date for Dean of Graduate College (if applicable)___________________________

Please Note: The informal process (Section C) must be completed before the formal process can be initiated by the Office of the Provost’s Grievance Judicial Officer.

SECTION D (Formal Grievance Statement Information)

• Please attach a comprehensive, typewritten statement, describing in your own words, the nature of your grievance including specifics you feel are relevant to this grievance.
• Specify evidence you have to support your grievance.
• Attach a copy of the class syllabus.
• State the specific action you would like to see taken on this grievance. (If seeking a grade change, please demonstrate where and how the instructor deviated from the syllabus.)

Will you be bringing an advisor or support person to the hearing? Yes _____ No _____
If yes, my advisor or support person’s name is:

__________________________  ________________________  _______________________
Name                          Phone                          Email

In the event the Hearing Panel rules in favor of the student grievant, copies of the findings shall be placed in the faculty member’s personnel file. If a grade change is granted to the student, appropriate steps will be initiated. In the event it is determined that the student filed a false report, the case will be forwarded to the Office of Student Conduct for a full review.

I have read and understand the Student Academic Grievance Procedure.

__________________________  _______________________
Student’s Signature                          Date