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 CCAC 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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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 Signature                      Date