**STUDENT GRIEVANCE PROCEDURE GRIEVANCE FORM**

**Directions:** In order for a student grievance procedure complaint to be considered, each of the following sections must be completed. Formal grievance must be filed no more than 30 days from the time the student learns of the basis of the grievance.

**Date of Grievance:** ___________________________  **Grievance Submitted on:** ____________

**Name:** _______________________________  **Student ID:** ____________________________

**Academic Program:** ___________________________________________________________________________________

**Summarize the nature of grievance:** Please specify the basis of the grievance, including any policy violations, past practices, and/or laws. Include all relevant dates and attach any supporting documentation. (Use additional sheets of paper if necessary.)

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**Desired remedy:** Please provide a concise description of what is being sought as a means of resolving the matter. __________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

**Step 1:** Attempt to informally resolve the matter with the faculty member or program director. If unresolved at this level, proceed to step 2.

**Discussion/Meeting Date:** ______________  **Faculty/Prog. Director:** ____________________________

**Response/Resolution:** ______________________________________________________________________

______________________________________________________________________________

**Step 2:** Arrange to meet with the department chair or immediate supervisor. If unresolved at this level, proceed to step 3.

**Discussion/Meeting Date:** ______________  **Chair/Supervisor:** ____________________________

**Response/Resolution:** ______________________________________________________________________

______________________________________________________________________________
Step 3: If unresolved at step 2 or if there's dissatisfaction with the decision, arrange to meet with the Assistant Dean of the College. If the concern is related to the teacher education professional sequence, the Executive Director of the Center of Pedagogy will perform the functions of the Assistant Dean.

Step 4: If dissatisfied with the decision of the Assistant Dean (or Exec. Director of the Center of Pedagogy) and at the request of the student, the matter will be referred to the Dean of the College.

Should the matter remain unresolved after step 4, the Dean will notify the Provost’s Office of the academic concern (non-grade related) and forward all materials to the Vice President for Academic Affairs and Provost for review. The Vice President for Academic Affairs and Provost will make a final determination and issue a statement to the Dean and the student.