STUDENT GRIEVANCE & PROCEDURE FORM
A formal grievance must be filed no more than 30 days after the time the student learns of the basis of the grievance. In order for a student to initiate Step 1 and a resolution, the student must complete the following:

Date of Action being Grieved: ___________  Grievance Form 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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________________________________________________________
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________________________________________________________

Desired resolution: Please provide a concise description of what is being sought as a means of resolving the matter.
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Step 1: Attempt to informally resolve the matter with the faculty member or program director. Complete the information below regarding that action. 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. Complete the information below regarding that action. If unresolved at this level, proceed to step 3.

Discussion/Meeting Date: ______________  Chair/Supervisor: ________________________________

Response/Resolution: _________________________________________________________________

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**Step 3:** If unresolved at step 2 or if you are dissatisfied with the decision, arrange to meet with the Assistant Dean of the College. If the concern is related to the teacher education program, the Executive Director of the Center of Pedagogy will perform the functions of the Assistant Dean.

Discussion/Meeting Date: ____________
Assistant Dean or Director of the Center of Pedagogy: ______________________________________

Response/Resolution: _________________________________________________________________

_______________________________________________________________________________________

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**Step 4:** If you are dissatisfied with the decision of the Assistant Dean (or Exec. Director of the Center of Pedagogy), you can request that the matter 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 Provost for review. The Provost will make a final determination and issue a statement to the Dean and the student.