



Student's Name _____ ID No _____

Address _____

Day Phone _____ Evening Phone _____ E-Mail _____

Course Title/Number _____ Days/Times _____

Semester/Year Course Taken _____ Instructor _____

As stated in the University Bulletin, to resolve grievances regarding grading, course requirements, attendance requirements, and other academic concerns the following steps must be taken; Step 1: Student discusses the complaint with the faculty member. Step 2: Student may appeal to the appropriate department chairperson. Step 3: Student may appeal to the appropriate academic dean. Grievances not resolved at the dean

Chairperson's recommendation for resolution (use additional sheets if necessary):

Chairperson's Signature _____ Date _____

Dean's recommendation for resolution (use additional sheets if necessary):

Dean's Signature _____ Date _____

Student Affairs Committee recommendation for resolution (use additional sheets if necessary):

Student Affairs Committee Signature _____ Date _____

Vice President for Academic Affairs recommendation