FORMAL ACADEMIC GRIEVANCE FORM FOR STUDENTS

INSTRUCTIONS: Please read the Policy on Student Academic Grievances (12.01) at http://www.uni.edu/policies/1201 before filling out this Student Academic Grievance Form.

Completion of pp. 1-3 of this form constitutes the beginning of the first stage of a Formal Appeal process. At any point in the process, if a resolution is reached that is satisfactory for both faculty member and student, the process may stop. The copy of the resolution and the portion of the form that is completed will be kept in the student’s departmental file for 10 years.

If a resolution is not reached after following the procedures described in the Policy on Student Academic Grievances and bringing the appeal to the faculty member’s department head and dean, as well as completing pp. 4-6 of this document, the second stage of the Formal Appeal process may begin.

The submission of this form to the Office of the Provost (Seerley 20) establishes the beginning of the second stage of a formal appeal, which falls under the authority of the Student Academic Appeals Board. Upon submission, copies of this form will be sent to the Faculty member involved, and to the faculty member’s department head and dean. The Chair of the Appeals Board will contact the student filing the appeal to arrange the Appeal Hearing within twenty (20) school days from the day the Chair receives the Appeal.

STUDENT NAME ___________________________________________ STUDENT ID NUMBER ___________________

STUDENT MAILING ADDRESS ___________________________________________  ___________________________________________

   Street                                       City    State            Zip

STUDENT MAJOR DEPARTMENT _________________________ STUDENT PHONE NUMBER __________________

NAME OF FACULTY MEMBER FROM WHOM REDRESS IS SOUGHT __________________________________________

COURSE NUMBER_________________________________________ SECTION __________________________

COURSE NAME_________________________________________ SEMESTER TAKEN __________________________

_______ I have completed the informal procedure for resolving a student academic grievance by meeting with or corresponding with:

______________________________________________________

   Faculty Member’s Signature  

______________________________________________________

   Meeting Date or Date of Correspondence

______________________________________________________

   Student’s Signature  

   Date
STATE THE SPECIFIC NATURE OF THE GRIEVANCE BY DESCRIBING, IN DETAIL AND THROUGH SPECIFIC EXAMPLES, HOW THE FACULTY MEMBER’S POLICY OR CONDUCT HAS AFFECTED YOUR ACADEMIC OUTCOMES:

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INDICATE WHAT YOU WOULD CONSIDER A SATISFACTORY SOLUTION TO YOUR CONCERN:

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This is to affirm that the above is an accurate representation of my grievance.

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Student’s Signature            Date
FACULTY MEMBER’S RESPONSE (to be completed within 10 class days from date of receipt from student):

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Faculty Signature                                                               Date

If the student is satisfied with this resolution, no further action is necessary.
If student is dissatisfied, please sign below, and continue the process by sending this form electronically to faculty member’s department head within 10 class days of the date the form was sent by the faculty member to the student.

__________________________________________           _______________________
Student Signature indicating need to continue the process Date

PORTION TO BE COMPLETED BY THE FACULTY MEMBER’S DEPARTMENT HEAD IF THERE IS NO SATISFACTORY RESOLUTION FOUND OR IF THE GRIEVANCE IS DEEMED TO BE UNFOUNDED OR CANNOT BE REDRESSED (If there is a satisfactory resolution found, attach a written statement of the resolution as an appendix to this appeal form.)

STATE (1) YOUR SUGGESTED RESOLUTION AND/OR (2) WHY IN YOUR JUDGMENT THIS GRIEVANCE IS WITHOUT MERIT OR CANNOT BE REDRESSED.

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Department Head’s Signature       Date
PORTION TO BE COMPLETED BY THE FACULTY MEMBER’S DEAN IF THERE IS NO SATISFACTORY RESOLUTION FOUND OR IF THE GRIEVANCE IS DEEMED TO BE UNFOUNDED OR CANNOT BE REDRESSED (If there is a satisfactory resolution found, attach a written statement of the resolution as an appendix to this appeal form.)

STATE (1) YOUR SUGGESTED RESOLUTION AND/OR (2) WHY IN YOUR JUDGMENT THIS GRIEVANCE IS WITHOUT MERIT OR CANNOT BE REDRESSED.

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Dean’s Signature                     Date
IF THERE HAS NOT BEEN A SATISFACTORY RESOLUTION FROM THE PROCESS THUS FAR, THE SECOND STAGE OF THE FORMAL PROCESS BEGINS BY BRINGING THE CASE BEFORE THE STUDENT ACADEMIC APPEALS BOARD.

TO BE COMPLETED BY THE PROVOST’S OFFICE:

DATE RECEIVED BY PROVOST’S OFFICE _________________________________

DATE SENT TO CHAIR OF APPEALS BOARD ______________________________

TO BE COMPLETED BY APPEALS BOARD CHAIR:

DATE RECEIVED BY APPEALS BOARD CHAIR _____________________________

DATE OF HEARING __________________________________________________

PERSONS PRESENT AT HEARING AND ROLE IN HEARING:
APPEALS BOARD DECISION:

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Signature of Appeals Chair  Date

(University Faculty Senate, April 12, 2012)