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	STUDENTID NUMBER		
STUDENT MAILING ADDRESS			
Street	City	State	Zip
STUDENT MAJOR DEPARTMENT	STUDENT PHONE NUMBE	R	
NAME OF FACULTY MEMBER FROM WHOM REDRES	SS IS SOUGHT		
COURSE NUMBER	SECTION		
COURSE NAME	SEMESTER TAKEN		
I have completed the informal procedure f with or corresponding with:	or resorving a stadent academi	e grievaniee c	y meen
	Faculty Member's Signature		
	Meeting Date or Date of C	Corresponden	ce
Student's Signature	· · · · · · · · · · · · · · · · · · ·		

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:				

NDICATE WHAT YOU WOULD CONSIDER A SATISFACTORY SOLUTION YOUR CONCERN:				
s is to affirm that the above is an	accurate rep	oresentation	of my griev	ance.
Student's Signatu	uro			 Date

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

If the student is satisfied with this resolution, no further action is necessary.

Student Signature indicating need to continue the process	Date
PORTION TO BE COMPLETED BY THE FACULTY NO SERVICE OF THE SERVICE OF THE GRIEVANCE IS DEEMED TO BE CANNOT BE REDRESSED (If there is a satisfactory reswritten statement of the resolution as an appendix to this	ORY RESOLUTION CUNFOUNDED OR colution found, attach a
STATE (1) YOUR SUGGESTED RESOLUTION AND/OR UDGMENT THIS GRIEVANCE IS WITHOUT MERIT O REDRESSED.	
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 IUDGMENT THIS GRIEVANCE IS WITHOUT MERIT OR CANNOT BE REDRESSED				
Dean's Signature				

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:

PEALS BOARD DECISION:	
Signature of Appeals Chair	 Date

(University Faculty Senate, April 12, 2012)