

College of Business Administration

Student Grievance Form

If you have any questions about the proper processing of this grievance form and the time limits required, please review the Student Academic Grievance Procedure which can be found on the College website.

Name: _____

Student ID#: _____

Local Address: _____

Date of written grievance (Step 2): _____

Type of Grievance:

Academic Conduct Violation

Final Course Grade

E-Mail Address: _____

When did you learn about the above event that prompts this grievance?

Phone #: _____

Date: _____

To be properly processed, this grievance must have been previously presented to the instructor involved within 5 days of your knowledge that you have been charged with an academic conduct violation or within 5 days of the beginning of classes in the following semester if you are disputing a final course grade (Step 1).

Have you discussed this grievance with the instructor involved to attempt a resolution of the dispute?

Yes No Date of the discussion: _____

If your efforts to obtain a meeting with the instructor involved have been unsuccessful, note that above, fill out this form and proceed immediately as indicated at the bottom of this form.

Please state the nature of your grievance and your requested remedy (please type or print clearly in pen).

ATTACH ANY ADDITIONAL DOCUMENTATION TO SUPPORT YOUR POSITION. _____

This grievance is to be presented to the Instructor's Department Chair for review (Step 3).

Student Signature

Date