APPENDIX A:

College of Education
Student Application for
Academic Grievance
Academic Grievance Committee
Student Application for Academic Grievance

Name of Student: _____________________________________________________________

Student ID#: __________________________ Major: ______________________________

Address (Local) ___________________________________________________________

(Permanent) _______________________________________________________________

(E-mail) _________________________________________________________________

Telephone number (Local or Cell) __________________________ (Permanent) __________

Classification (please check appropriate box):

Freshman { } Sophomore { } Junior { } Senior { } Graduate { }

Nature of Grievance (please check appropriate box(es)):

Capricious Grading { } Arbitrary grading { } Discriminatory grading { }

Other academic dispute (please identify) ________________________________

Course from which dispute arises:

Course Prefix & Number: ________________________________________________

Course Title: ___________________________________________________________

Instructor: _____________________________________________________________

Term & Year: ___________________________________________________________

Grade Awarded: _________________________________________________________
Please briefly state the facts of the dispute. Attach additional sheets if needed. Provide the following information as supporting documentation.

1. The course syllabus that was provided by the professor to the class.

2. Any assignments, including graded exams, quizzes, homework, etc.

3. Any official university and/or Dean's excuses that you have in your possession.

4. Additional supporting documentation necessary to support the grievance.
I certify that: (1) I have read and understand the “Grievance Procedures” of the College of Education; (2) I have attempted to resolve this dispute by communicating with the instructor of the course; (3) I have informed the chairperson of the department in which the course is taught and solicited his/her assistance in resolving this dispute; (4) the attempts mentioned above in 2 and 3 proved unsuccessful, thus the dispute has not been resolved to my satisfaction; and (5) this grievance is official and the information that I have provided, including all relevant documentation, is correct and truthful to the best of my knowledge.

_________________________________________  ___________________
Student Signature                          Date

The signatures below verify that the instructor and the department chairperson have communicated with the above named student in an effort to resolve the dispute contained within this application according to the College of Education Grievance Procedures.

_________________________________________  ___________________
Instructor Signature                        Date

_________________________________________  ___________________
Department Chairperson Signature            Date