

3. Have you discussed the grievance with the dean of the college in which the class is taught?
(please circle) yes no

If yes, when _____

Name of College Dean _____

Meeting date for Dean of Graduate College (if applicable) _____

Please Note: The informal process (Section C) **must** be completed before the formal process can be initiated by the Office of the Provost's Grievance Judicial Officer.

SECTION D (Formal Grievance Statement Information)

- **Please attach** a comprehensive, **typewritten statement**, describing in your own words, the nature of your grievance including specifics you feel are relevant to this grievance.
- Specify evidence you have to support your grievance.
- **Attach a copy of the class syllabus.**
- State the specific action you would like to see taken on this grievance. (If seeking a grade change, please demonstrate where and how the instructor deviated from the syllabus.)

Will you be bringing an advisor or support person to the hearing? Yes _____ No _____

If yes, my advisor or support person's name is:

<i>Name</i>	<i>Phone</i>	<i>Email</i>
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In the event the Hearing Panel rules in favor of the student grievant, copies of the findings shall be placed in the faculty member's personnel file. If a grade change is granted to the student, appropriate steps will be initiated. In the event it is determined that the student filed a false report, the case will be forwarded to the Office of Student Conduct for a full review.

I have read and understand the Student Academic Grievance Procedure.

<i>Student's Signature</i>	<i>Date</i>
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