Notice of Academic Grievance

STUDENT INFORMATION

Student Name: ________________________________  Student ID: ____________

Email: ______________________________________  Phone: ____________

COURSE & INSTRUCTOR INFORMATION

I am grieving the grade of __________ received on (assignment/entire course) _______________ in:

Course Title: ________________________________  Course #: ____________

Instructor Name: ______________________________  Dept: _______________

Instructor Email: ______________________________  Phone: ____________

DESCRIPTION OF GRIEVANCE – WHY ARE YOU GRIEVING THE GRADE LISTED ABOVE?

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________________________________________________________________________
INFORMAL RESOLUTION ATTEMPT (REQUIRED PRIOR TO SUBMITTING A FORMAL NOTICE)

Attach documentation of the attempted informal resolution and outcome of the attempt.

Date Grade Received: ____________________________

I have already attempted an informal resolution (circle): Yes No

Date of Written Notification to Instructor to attempt informal resolution: ____________________________

Did you receive a response from the Instructor (circle)? Yes No

What was the outcome of the attempted informal resolution?

I understand that my request be will reviewed to determine if the situation falls within the realm of the Academic Grievance Policies & Procedures, and that I will be contacted regarding the outcome of the review.

__________________________________________  ______________________________
Signature                                   Date

For Office Use Only
Received on: _____________  Received by: ______________________________________

Instructor Notification Sent: _____________________________________________