

**College of Education**

**Grievance Form**

Faculty, staff or students who wish to file a grievance should complete this form. Prior to filing a grievance, the concern should be addressed with the faculty, staff or candidate with whom there is a concern, or the individual responsible for the grade or procedure being challenged. The Grievance Form is to be used to address concerns regarding grades, a faculty/staff/candidate, program admission or suspension or other program-related issues. Resolutions to grievances will be resolved within 7 to 10 days of receipt by the appropriate Department Chair.

Note: See Grade Appeal Policy if a formal grade appeal is being filed.

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| **Part 1: Submission** – Complete all information below and submit to the appropriate Department Chair. Include any documentation to support your grievance. | | | | |
| **Date:** | **Last Name:** | **First Name:** | **Contact Information:**  **Date:** | |
| **Grievance:** | | | | |
| **Part 2: Follow up** – Within two days of receiving the Grievance Form (unless otherwise notified), the Department Chair will review the form and notify the faculty/staff/student filing the grievance if any additional documentation is required to make a decision regarding the grievance. If more than one party is involved in the grievance, documentation will come from each involved party. If no additional information is needed, the faculty/staff/student will be notified that the grievance is being processed. | | | | |
| **Review Date:** | **Additional Information Needed:** | | | **Notification Date:** |
| **Part 3: Resolution -** Within seven to ten (7-10) days of receiving the Grievance Form (unless otherwise notified), the Department Chair will make a decision regarding the grievance and notify all parties involved of the resolution. | | | | |
| **Resolution Notification Date:** | **Resolution:** | | | |
| **Part 4: Grievance Challenge** – Faculty/Staff/Students who desire to challenge the resolution received by the grievance process should follow the appropriate chain-of-command described below:   1. Appeal to the Dean 2. Appeal to the Provost/VP for Academic Affairs 3. Appeal to the President’s Office | | | | |