



STATE THE SPECIFIC NATURE OF THE GRIEVANCE BY INDICATING SPECIFIC ERRORS AND/OR IMPROPRIETIES IN THE FACULTY MEMBER'S DISCHARGE OF HER/HIS DUTIES:

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INDICATE WHAT YOU WOULD CONSIDER A SATISFACTORY SOLUTION TO YOUR CONCERN:

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This is to affirm that the above is an accurate representation of my grievance.

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*Student's Signature*

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*Date*

**FACULTY MEMBER'S RESPONSE:**

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*Faculty Signature*

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*Date*

**PORTION TO BE COMPLETED BY THE FACULTY MEMBER'S DEPARTMENT HEAD:**

STATE (1) YOUR SUGGESTED RESOLUTION; or (2) WHY IN YOUR JUDGMENT THIS GRIEVANCE IS WITHOUT MERIT OR CANNOT BE REDRESSED.

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*Department Head's Signature*

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*Date*

**PORTION TO BE COMPLETED BY THE FACULTY MEMBER'S DEAN:**

STATE (1) YOUR SUGGESTED RESOLUTION; OR (2) WHY IN YOUR JUDGMENT THIS GRIEVANCE IS WITHOUT MERIT OR CANNOT BE REDRESSED.

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*Dean's Signature*

*Date*

**TO BE COMPLETED BY THE PROVOST'S OFFICE:**

DATE RECEIVED BY PROVOST'S OFFICE \_\_\_\_\_

DATE SENT TO CHAIR OF APPEALS BOARD \_\_\_\_\_

**TO BE COMPLETED BY APPEALS BOARD CHAIR:**

DATE RECEIVED BY APPEALS BOARD CHAIR \_\_\_\_\_

