

Academic Grievance Form

Freed–Hardeman University

Introduction: Any grievance concerning grades, competencies, course syllabi, class absences, or other academic matters should be discussed informally with the faculty member, as appropriate. If the grievance is not resolved in this fashion or if the student does not feel comfortable discussing the grievance informally, a formal grievance may be filed.

Instructions: This form is to be completed when a student wishes to file a **formal written grievance** after he/she has informally discussed the issue with the faculty member. This form is designed to facilitate implementation of Policy 2.1 Student Academic Grievance Policy and Procedures as discussed in the Academic Catalog and Student Handbook. **Part I of the form shall be completed by the student** and returned to the Assistant to the Vice President for Academics who will in turn forward the form to the appropriate University representative. After providing a written response, the University representative shall return the form back to the Assistant to the Vice President for Academics.

I. Student Name: _____ Advisor: _____
 Cell: (____) _____ - _____ FHU Email Address: _____@students.fhu.edu
 Major: _____ Undergraduate ___ Graduate ___
 Course: _____ - _____ Instructor: _____
 Grievance: ___ Grades ___ Syllabi ___ Absences ___ Other ___ Semester: SP / SU / FA _____ (year)

Please explain in detail the issue, past efforts for resolution, person(s) involved in the non-written process, and outcome. Explain and describe your reason for appeal and expectations as a result of this written grievance. Please also provide any supporting documentation along with this form.

(If additional space is needed, use the back or a separate attached sheet.) _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Student Signature

Date:

II. Grievance form delivered to Assistant to Vice President for Academics. Date: _____

III. Grievance form delivered to _____ Date: _____
Faculty/Instructor

Findings and outcome (If additional space is needed, use the back or a separate attached sheet.): _____

Student Response (resolution/next step): ___ Resolved ___ Further appeal _____
Student Signature

IV. Grievance form delivered to _____ Date: _____
Department Chair/Graduate Director

Findings and outcome (If additional space is needed, use the back or a separate attached sheet.): _____

Student Response (resolution/next step): ___ Resolved ___ Further appeal _____
Student Signature

V. Grievance form delivered to _____ Date: _____
Dean

Findings and outcome (If additional space is needed, use the back or a separate attached sheet.): _____

Student Response (resolution/next step): ___ Resolved ___ Further appeal _____
Student Signature

VI. Grievance form delivered to _____ Date: _____
Provost/Vice President for Academics

Findings and outcome (If additional space is needed, use the back or a separate attached sheet.): _____

Signed: _____ Date: _____
Provost/Vice President for Academics