FREED-HARDEMAN UNIVERSITY
ACADEMIC GRIEVANCE FORM

Instructions: This form is to be completed when a student wishes to file a **formal written complaint** after he/she has informally discussed the issue with the faculty member as discussed in the graduate catalog. A student may obtain the form from the graduate program director or the appropriate graduate studies' website. The form should be completed and returned to the director of graduate studies in the area of study, where it will be routed to the appropriate faculty member. Following resolution of the issue, the University officer shall return the form to the associate vice president who will maintain a log of all written grievance forms denoting resolution/outcome of the issue.

I. Date_____

Name_____

College/major_____

Course: _____

Grievance: ____Grades _____Syllabi _____Absences _____Other

Please explain in detail the issue, past efforts for resolution, persons involved in the non-written process and outcomes. Explain and describe your reason for appeal and expectations as a result of this written grievance.

_____

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II. Grievance form delivered to graduate program director: Date:_____

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

Findings and outcome:_____
_____
_____
_____
_____

Resolution/next step: _____Resolved _____Further appeal

IV. Grievance form delivered to:_____ Date:_____
Program Director

Findings and outcome:_____
_____
_____
_____

Resolution/next step: _____Resolved _____Further appeal

V. Grievance form delivered to:_____ Date:_____
Dean

Findings and outcome:_____
_____
_____
_____

Resolution/next step: _____Resolved _____Further appeal

VI. Grievance form delivered to: _____ Date:_____
Graduate Council Chair

Findings of Graduate Council and final
resolution:_____
_____
_____
_____

Signed:_____
Graduate Council Chair

Date:_____