



Graduate/Undergraduate Academic Student Grievance Form

Use for substantial and/or unjustified deviation, to the student's detriment, from policies, procedures and/or requirements regarding admission, grading policies, special agreements, instructor's requirements, and academic requirements of the University. Refer to the [graduate policy](#) or the [undergraduate policy](#) for assistance in filling out this form. For a non-academic grievance, [see this policy](#). For an academic petition, [see this policy](#).

Student Name: Last First Middle GCID:

Bobcat Email: Cell Phone: Institutional GPA:

Major: Advisor: Have you applied for graduation? Yes No

1. Request: (State main reason for appeal and attach additional sheet(s) if necessary.)

Student Signature

2. Recommendation. The first respondent will be the appropriate academic or administrative official responsible for the action

A. First Respondent Comments: Approve Deny

First Respondent Signature

B. First Respondent Supervisor Comments: Approve Deny

First Respondent's Supervisor Signature

C. Second Respondent Supervisor Comments: Approve Deny

Second Respondent's Supervisor Signature

For internal use only: This space may be used to record the outcome of the above request, by whom, and when.

Signature, if needed

Appeal procedure: If the student is not satisfied and wants the grievance or appeal to be considered further, the student shall appeal in writing to the Provost and Vice President for Academic Affairs. This grievance or appeal must be filed within ten class days after the secondary supervisor has completed consideration of the grievance or appeal. The decision of the Provost/Vice President for Academic Affairs will be the final decision on behalf of the institution.