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Before a formal grievance can be filed with the Academic Appeals Board, the student must seek resolution first with the instructor; if not resolved at this level, discussion must take place with the department chair. If not resolved at this level, a final discussion with the collegiate dean.

A grievance by the student must be initiated with the instructor within the first twenty (20) days of the semester immediately following the term during which the incident or grievance is alleged to have occurred, exclusive of summer session.

Discussions with the appropriate chair and dean must take place within ten (10) days of the initial discussion with the instructor.

Once all means of informal resolution on the collegiate level have been exhausted, the student should present a completed grade appeal form with supporting documentation including the course syllabus, to the Registrar within fifteen (15) days of the initial discussion with the instructor.

The Board will convene the committee within twenty (20) days of the receipt of the grade appeal form.

The student may elect to choose a university advisor(s) for the purposes of collecting data and/or The student can be accompanied by their university advisor(s) during the appeal.

The committee recommendation will be forwarded to the Provost for the final decision within ten (10)

STUDENT NAME: \_\_\_\_\_ M# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SEMESTER and YEAR COURSE TAKEN: FALL \_\_\_\_\_; WINTER \_\_\_\_\_; SPRING \_\_\_\_\_; SUMMER \_\_\_\_\_