

Have you filed a complaint involving the same issues with the Office of Equity and Diversity?

Yes (If you have already filed a complaint please contact the Office of the Vice President for Student Affairs before submitting this complaint)

No

SECTION C: Complete this Section When Filing a Grade Appeal

What condition is being alleged? **At least one condition must apply to your complaint.**

The instructor violated a specific University rule or policy. **(Note: you must identify the violated policy in the statement that you attach to this complaint.)**

The instructor refused to correct a clerical or administrative error made in the process of transmitting a grade to the Office of Admissions and Records.

The instructor refused to report any grade at all for you in this course.

The grade is based on an allegation of cheating or other academic dishonesty, and the instructor has chosen not to request formal disciplinary action with the Office of the Vice President for Student Affairs.

The grade is based on an allegation of cheating or other academic dishonesty and, pursuant to the student disciplinary process, it has been determined that (1) there was insufficient evidence to proceed with formal disciplinary action, or (2) you were found innocent of the charges.

The grade reflects discriminatory, threatening, abusive, exploitative, or similar personal, improper conduct towards you. **(Note: you should clearly describe the conduct being complained of in the statement that you attach to this form.)**

Attach a description of the facts and circumstances that led to the filing of this grade appeal. **Your description may not exceed two pages.**

SECTION D: Fill out this Section ONLY if you are Filing an Academic Grievance

Attach a description of the incident or behavior that led to the filing of this grievance. **Your explanation may not exceed two pages.**

What resolution are you seeking? _____

I hereby certify that this complaint contains a complete, accurate and truthful statement of the facts in this matter.

Student Signature: _____ Date: _____