

ACADEMIC GRIEVANCE AND GRADE APPEAL COMPLAINT**COLLEGE DEAN/DESIGNEE'S RESPONSE TO STUDENT COMPLAINT FORM**

Enclosed is a complaint form filed against a faculty member within your College in accordance with the procedures of the Academic Grievance and Grade Appeals Board. As soon as possible, please conduct a meeting with the student, faculty member, and department chair for the purpose of mediating the dispute, if possible. The meeting may be waived if the student does not wish to participate. Your response to the following questions will clarify your position on the issues. You may write on this form or attach a statement that responds to each question. You may also prepare your response on-line at <http://www.csun.edu/sites/default/files/associate-dean-reply-form.pdf>, then print, sign, and submit to the Office of the Vice President for Student Affairs, University Hall, Suite 310 (MC 8239). Your response will be shared with the student, faculty, department chair, and members of the Academic Grievance and Grade Appeals Board. Questions concerning this complaint or the Academic Grievance and Grade Appeals procedures should be directed to the Office of the Vice President for Student Affairs at (818) 677-2391.

Student Name: _____ CSUN ID # _____

Faculty Name: _____ Department: _____

Course #: _____ Class #: _____ Semester Taken: _____

Please give a description of your attempts to resolve the matter. Include the date on which you conducted a meeting with the student, faculty member and department chair. *If the parties to the complaint have agreed to a resolution, attach a signed statement from the student indicating that the complaint has been resolved.*

What is the student's position at this point?

What is the faculty member's position at this point?

What do you believe will be a fair resolution of this matter?

Does the Faculty member agree with your proposed resolution? Yes No

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

College Dean/ Designee Signature: _____

Date: _____

Campus Phone#: _____

Email: _____