Department of Sociology and Anthropology
Student Academic Grievance Form
for
Appeal of an Academic Matter Not Involving Grades

The procedure for pursuing academic matters not involving grades described in the undergraduate and graduate
catalogs provide that it is the obligation of the student to make a serious effort to resolve grievances with the
individual with whom the grievance originated. Appeals must be made through appropriate channels as described
in the procedures.

INSTRUCTIONS

1. Before you may appeal an issue to the Departmental Chairperson you must have attempted to resolve your
   complaint with the individual with whom the grievance originated.

2. Complete both the front and back of the Student Academic Grievance Form for Appeal of an Academic Matter
   Not Involving Grades using additional sheets of paper if necessary. Return the completed form to the
   Departmental Chairperson.

3. If you wish, you may set up an appointment with the Departmental Chairperson, to review the grievance
   procedures. This is not an interview to review the details of your grievance. Your grievance will be reviewed on
   the basis of the paperwork that you submit, i.e., this form and any supporting materials you may submit with
   this form.

4. The Departmental Chairperson will review your appeal. If your appeal provides the basis for further review, the
   Chairperson will ask the individual with whom the grievance originated and/or the Departmental Grievance
   Review committee to comment on your appeal.

5. The Chairperson will inform you of his/her decision in writing. The decision will be mailed to you at the address
   which you enter on the Student Academic Grievance Form.

STUDENT INFORMATION
(Please type or print legibly)

Student’s Name ___________________________ Student I.D. __________________

Street ___________________________ Major __________________

City ___________________________ State ________ Zip ________ Telephone ________

GRIEVANCE INFORMATION
(Please type or print legibly)

1. Have you attempted to resolve this dispute with the individual with whom the grievance originated?
   Yes ______ No ______
   (If you answered NO to the above question, please return to the individual involved and try to resolve this dispute. The Chair’s Office cannot
   proceed until you have done this.)

2. Name of the individual with whom the grievance originated. ___________________________

3. If you answered YES to question 1, what specific action did you request?

CONTINUED ON OTHER SIDE
4. What was the outcome of the above request?

5. State specifically what you are appealing and the action you want taken.

6. Explain the basis for your appeal.

Student's Signature ___________________________ Date: ____________