

If the student does not consider the matter resolved, as indicated by checking Item 3, Section II of the form must then be completed.

D. Student must complete this section within seven working days of C above.

- ☐ 1. I concur with the decision described in C above and consider the matter closed.
- ☐ 2. I do not concur, but I do not submit the matter for further review.
- ☐ 3. I do not concur and do submit the matter to the instructor's immediate supervisor for review and adjudication.

Student's Signature Date

Instructor's Signature Date

Copies to be distributed among the student, instructor and department head/division chair.

Section II

1. Section II must be completed by the student, with attachments, as necessary, and forwarded to the Instructor's Immediate Supervisor within ten (10) working days for formal consideration. The instructor will be informed of any action taken at each level of the appeal and, the instructor and student will receive copies of any submitted information beginning with the actions in Section II.

To be completed and forwarded to the instructor's immediate supervisor within ten (10) working days of Action 3 above.

From: _____

To: _____

Local Address

Campus Address

Note: Attach any pertinent materials.

Student's Signature Date

Instructor's Signature Date

Note: Working day: Working days shall consist of Mondays through Fridays when the faculty member/administrator is under contract to the University. Official holidays observed by the University and periods when the faculty member/administrator is on approved leave or away from the University on official business shall not be counted as working days for purposes of the student grievance procedure.