

A. I, _____, SSN _____ request an interview with _____ for the purpose of discussing the following academic matter. (Explain in detail the basis for your complaint; use additional paper if needed.)

Student's Signature Date Instructor's Signature Date

2. The instructor will complete Part B, scheduling a meeting to discuss the matter, within seven (7) working days after receipt of the form.

B. We agree to meet to discuss the matter stated above on _____ at _____ . This time is within seven working days of the instructor's receipt of this form. We (may, may not) have a spokesperson or observer present, and we (may, may not) use recording equipment.

Student's Signature Date Instructor's Signature Date

3. Part C is to be completed by the instructor within ten (10) working days after the meeting specified in Part B.

C. To be completed within ten working days of the meeting date specified in B above. Contained here and on enclosures numbered ____ - ____ is a summary of our discussion as I understand it and the action/s I intend to take as a result of our discussion (use additional paper).

Student's Signature Date Instructor's Signature Date

4. Upon review of Part C, the student will check Item 1, 2 or 3 in Part D, within seven working days and take further action accordingly:

- a. Item 1 checked ~ no further action, matter is considered adjudicated.
- b. Item 2 checked ~ no further action, matter is considered adjudicated.
- c. Item 3 checked ~ no further action is required.

If Item 1 or 2 is accepted as checked, the student will retain one copy of the form. Appropriate data will be forwarded by the instructor with the pertinent changes to the Registrar for filing with the student's transcript.