

DELTA STATE UNIVERSITY

Graduate Academic Grievance Report

This form serves as the official cover sheet for the written student complaint file. It will accompany all student and administrative responses and documentation associated with the written grievance.

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| Policy Step 1: Chair Review | | | |
| Date Received: | Category of Grievance: | | |
| Student Name: | | 900 Number: | |
| Date sent to instructor: | | Date due from instructor: | Date received from instructor: |
| Approve <input type="checkbox"/> Deny <input type="checkbox"/> | | Response Attached <input type="checkbox"/> | Student "appeal by" date: |
| Chair Name | | Signature | |
| Date: | <i>Form with student appeal file sent to the Office of Academic Affairs; copy sent to student grievant</i> | | |

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| Policy Step 2: Dean Action | | | |
| Approve <input type="checkbox"/> Deny <input type="checkbox"/> | | Response Attached <input type="checkbox"/> | Student "appeal by" date: |
| Dean Name | | Signature | |
| Date: | <i>Form with student appeal file sent to the Office of Academic Affairs; copy sent to student grievant</i> | | |

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| Policy Step 3: Graduate Academic Appeals Committee Action | | | |
| Approve <input type="checkbox"/> Deny <input type="checkbox"/> | | Response Attached <input type="checkbox"/> | Student "appeal by" date: |
| Chair Name | | Signature | |
| Date: | <i>Form with student appeal file sent to the Office of Academic Affairs; copy sent to student grievant</i> | | |

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| Policy Step 4: Vice President for Academic Affairs Action | | | |
| Approve <input type="checkbox"/> Deny <input type="checkbox"/> | | Letter to student, instructor, and chair <input type="checkbox"/> | |
| Name | | Copy to dean and committee chair <input type="checkbox"/> | |
| Signature | | | Date: |

The student complaint record must be maintained in accordance with the Graduate Academic Grievance Policy and retained for a minimum of five years.