

DELTA STATE UNIVERSITY

Undergraduate 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.

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>		

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>		

Policy Step 3: Undergraduate Attendance and Grievance 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>		

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 Undergraduate Academic Grievance Policy and retained for a minimum of five years.