



- e. Failure to recommend the candidate for certification when requested in a timely fashion.

Before a case can be heard by the College Grievance Committee, it must proceed through three prior levels of deliberation which is documented by the student on the Student Concerns/Inquiry Record form. These levels include the following:

**Level 1:** Conference between student and instructor/staff, when practical and if applicable;

**Level 2:** Conference between student and department chairperson; and

**Level 3:** Hearing before the Department Grievance Committee

To initiate a hearing before the College Grievance Committee, the student must complete the

These forms may be obtained from ED 320.

responsibility to obtain the appropriate signatures at each stage of the process. Failure to follow instructions will result in the form being returned, thus delaying the requested hearing.



# College of Education

## Student Petition for Hearing



Complete this form and return it to the Dean of E  
notified in writing within five business days of status of your petition.

will be

### Student Grievant Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

### Faculty/Staff Member Information

Faculty/Staff Member Name \_\_\_\_\_

Department or Academic Unit: \_\_\_\_\_

Office Location \_\_\_\_\_ Telephone Ext: \_\_\_\_\_

Course # and Title, if applicable: \_\_\_\_\_

Term and Year \_\_\_\_\_

### Grievance

Use the Student Concerns/Inquiry form (Attachment 1) to state in specific terms the nature of your grievance(s) against the faculty or staff member and the resolution you are seeking. Attach additional pages if necessary. If you have more than one grievance against the same individual, number and state each one as a separate item. Your hearing before the Committee will be restricted to consideration of the specific statements listed below. Include the signed Documentation of Petition Actions (Attachment 2) to show that you completed all levels in the process prior to submission to the Dean's office.

**Attachment 1**

**Student**

**Nature of Grievance(s):**

Please explain all details pertaining to this petition. Provide dates or occurrences, letters, emails and other supporting documentation that help to explain your petition. Attach all documents to this form and briefly describe the materials that you are attaching.

**Grievance #1:**

**Resolution (s) sought:**

**Describe supporting documentation:**

**Attach additional pages if needed.**

**Attachment 2**

**Documentation of Petition Actions**

Before a case can be heard at the College level, it must have been considered at the following three prior levels:

**Level 1 Conference between Student and Instructor/Staff**

(When this step is taken, make an attempt to obtain the faculty or staff member's signature. Alternatively, e-mail or other correspondence may be used to document that you have completed Level 1.)

\_\_\_\_\_  
Date and Place of Conference

\_\_\_\_\_  
Faculty Member or Department

**Level 2 Conference between Student and Department Chair/Unit Head**

(Obtain the department chair's signature after you have had a conference with him/her)

\_\_\_\_\_  
Date and Place of Conference

\_\_\_\_\_  
Signature

**Level 3 Hearing before Department/Unit Student Grievance Committee**

(Obtain the department grievance committee chair's signature after at the conclusion of the committee meeting.)

\_\_\_\_\_  
Date and Place of Hearing

\_\_\_\_\_  
Signature of Department Chairperson or  
Committee Chairperson

Name of Committee Members present (to be completed by committee chairperson:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_