

## **College of Education**

### *College Level Student Grievance Procedures*

student-faculty-staff disputes. Students with complaints, grievances, and appeals concerning academic programs should begin by contacting the appropriate department chairperson or unit director. Causes for grievances shall include, but are not limited to, arbitrary or capricious behaviors in regards to:

- a. Admission to a teacher preparation program;
- b. Admission to the student teaching program or other clinical experiences;
- c. Dismissal from the academic program, including dismissal from clinical or student teaching experiences;
- d. clinical or student teaching  
settings, or other regularly provided or required activity having a direct bearing on the  
program completion, certification or for  
employment; or
- 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

Specific procedures for the hearing of each case shall be determined by the members of the committee deliberating that case.

# 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 \_\_\_\_\_

**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.)

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Date and Place of Conference

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Faculty Member or Department

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

(Obtain 0 12 72.024 6