

Academic Grievance Process Form¹

The purpose of this form is to provide documentation of the academic grievance process, especially where this process proceeds to the Academic Grievance Committee. Students have the responsibility to gather the appropriate signatures at the end of each meeting of the grievance process, should further meetings be necessary. Additionally, students must provide a signed copy of this completed form to the Academic Grievance Committee should the grievance not be resolved at steps one or two.

Step 1: Faculty Member's Signature: _____

Student's Signature: _____

Date of Meeting: _____

Step 2: Department Chair's Signature (or Appropriate Other's Signature as Required):

Faculty Member's Signature: _____

Student's Signature: _____

Date of Meeting: _____

Step 3: Should this step be necessary, a signed photocopy of this completed form must be forwarded, along with other required items and within the required timeframe as stated in the College of Saint Rose Catalog's Academic Grievance Procedures, to the Academic Grievance Committee.

¹ Students should refer to their most recent College of Saint Rose Undergraduate or Graduate Catalog for details on the Academic Grievance Procedures.