

**STUDENT GRIEVANCE FORM**  
**College of Education and Human Services**  
**Instructions**

The unit defines a formal candidate/student complaint as any grievable issue between a candidate/student and a unit faculty or staff member that good faith efforts have failed to resolve, and has been submitted in writing by the candidate/student to that faculty or staff member's supervisor—department chairs, directors, deans—for further consideration and resolution. Grievable issues include, but are not limited to, student requests for academic mediation in all matters and, specifically, those involving contested grades and grading procedures.

To initiate a formal grievance procedure, the student must complete the Student Grievance Form (Parts I and II) and submit it, with pertinent supporting documents, to the appropriate department/office head.

The department/office head will mediate the resolution of the grievance issue between the concerned parties, in accordance with established procedures, and complete the Student Grievance Form with detailed description of action taken and final resolution/decision (Parts III and IV). Once the process is complete, the student, faculty/staff member involved, and the department/office head should sign the completed Student Grievance Form, and copies should be distributed to the student, the faculty/staff/administrator involved, the department/office head, and the associate dean.

**STUDENT GRIEVANCE FORM**  
**College of Education and Human Services**

*Please print or type*

**PART I: STUDENT DATA**

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Last Name	First Name	M.I.	UID
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Current Address	City	State	Zip
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Phone Number	WSU Email
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Signature	Date
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**PART II: STATEMENT OF GRIEVANCE** *(Please attach any additional evidence/documentation)*

A. Detailed Description of Grievance

B. Description of a Satisfactory Resolution by Student of this Grievance

C. List of Justification/Evidence Supporting Student's Satisfactory Resolution

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Submitted to/Received by: Name	Title	Department/Office
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Signature	Title	Date
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**PART III: ACTION TAKEN** *(Including individuals involved)*

**PART IV: RESOLUTION/DECISION**

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Student signature Date

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Faculty/Staff signature Date

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Department/Office Head signature Date

*(Copies to: student, faculty/staff/administrator involved, department/office head, and associate dean)*

Adopted 5/31/06  
Revised 10/20/08

