

Florida A&M University
Graduate Studies and Research
Stepwise Student Grievance Settlement Form

(The student should begin the process of grieving a grade by submitting a completed form to the party involved in Step 1.)

Name _____ Student ID: _____

E-mail _____

Street or Box No. _____

City: _____ State: _____ Zip Code: _____

I. STEP I:

1. Explain in detail the nature of the complaint or grievance. (Submit evidence, as appropriate.)
2. Have you met with the involved faculty or staff through personal conference (Step I)?
Yes _____ No _____
3. Was the matter resolved in Step I? Yes _____ No _____
4. If "No", then proceed to Step II.
5. If "Yes", please indicate the action that was taken to resolve this grievance in Step I. You may attach additional sheets, as needed.

Student Signature

Date

Graduate Coordinator/Chair Signature

Date

Dean (School/College) Signature

Date

II. STEP II

If the matter was not resolved in Step I in a timely manner, the student must proceed to Step II. The student must seek a resolution of this matter by following the grievance procedures of the student's school or college.

1. Was the matter resolved in Step II? Yes _____ No _____
2. If "No", then proceed to Step III.
3. If "Yes", please indicate the action that was taken to resolve this grievance in Step II.

Student Signature

Date

Chair/Graduate Coordinator Signature

Date

Dean (School/College) Signature

Date

III. Step III

If the matter was not resolved in Step II in a timely manner, the student must proceed to Step III. The student may seek a resolution of this matter at the Graduate Dean’s level, by submitting the results of Steps I and II to the Graduate Dean for a final resolution. The action taken by the Graduate Dean to resolve the grievance in Step III is **final**.

NOTE: As part of your due process, if you have any allegations based on procedural problems by the ad hoc Committee of the Graduate Council, or if there is a claim of new and pertinent information related to your grade appeal that was not known by you at the time of your appeal and made available to the Graduate School or its Grievance Committee at the time of its deliberations, then you may make a final appeal (no longer than two pages, single spaced, 12 pt. font, with 1” margins) to the Provost within ten days of this decision.

The action that was taken to resolve this grievance in Step III is as follows:

_____	_____
Student Signature	Date
_____	_____
Graduate Dean	Date

FOR OFFICE USE ONLY (rev_VT_ 042514)

Notification mailed to student by Graduate Studies and Research
on _____ by _____

Copy Issued to: Chair Academic Dean Graduate Coordinator Graduate Dean