

FLORIDA INTERNATIONAL UNIVERSITY
University Graduate School

FORMAL GRADUATE GRIEVANCE FORM

This section to be completed by the student

STUDENT NAME: _____	Panther ID # _____
MAILING ADDRESS: _____	
City: _____	State: _____ Zip _____
DAY PHONE NUMBER: _____	EVENING PHONE NUMBER: _____
E-MAIL ADDRESS: _____	
COLLEGE: _____	ACADEMIC DEPT.: _____
MAJOR: _____	DATE OF INITIAL INFORMAL GRIEVANCE: _____

The signatures below indicate that the informal process has occurred without satisfactory resolution.

Student

Department Chairperson

Dean or designee

MUST BE COMPLETED BY STUDENT

Your grievance must fall into one of the categories outlined below. Please indicate under which category/scope you will be filing your grievance.

- 1) Unprofessional conduct by a professor which adversely affects either a student's ability to satisfy academic expectations, whether in the classroom, the field, or a lab, or the student's actual performance;
- 2) Improper admission counseling;
- 3) Improper counseling by an adviser;
- 4) Arbitrary grading for coursework, comprehensive examination, thesis or dissertation; and
- 5) Arbitrary non-renewal of a graduate assistantship or arbitrary dismissal from a course or program.

PLEASE DESCRIBE YOUR GRIEVANCE. Attach any additional information that you consider pertinent to your case.

University Graduate School Notifications Indicating Receipt of Grievance and Date of Grievance Hearing

CERTIFIED LETTER SENT TO STUDENT: _____	Date: _____
CERTIFIED LETTER SENT TO PROFESSOR: _____	Date: _____
Date of Notification of Grievance Hearing: Student _____	Professor _____

RECOMMENDATION OF THE GRIEVANCE COMMITTEE:

_____ Supports grievance _____ Not to support grievance

COMMENTS: _____

Chairperson Signature

GRIEVANCE COMMITTEE MEMBERS: _____

ACTION BY THE DEAN OF THE UNIVERSITY GRADUATE SCHOOL:

_____ Supports Committee Recommendation _____ Does not Support Committee Recommendation

Signature of Dean

COMMENTS: _____

APPEAL TO THE PROVOST: Yes _____ No _____

FINAL DISPOSITION BY PROVOST: Supports Dean's Recommendation: _____ Yes _____ No

Comments: _____

Date final disposition sent to student _____ and professor: _____