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:

<table>
<thead>
<tr>
<th>Supports grievance</th>
<th>Not to support grievance</th>
</tr>
</thead>
</table>

**COMMENTS:**

_____________________________________________________________________________________________

_______________________________________________________________________________________________________

_______________________________________________________________________________________________________

Chairperson Signature

**GRIEVANCE COMMITTEE MEMBERS:**

<table>
<thead>
<tr>
<th>__________________________</th>
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<tr>
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**ACTION BY THE DEAN OF THE UNIVERSITY GRADUATE SCHOOL:**

<table>
<thead>
<tr>
<th>Supports Committee Recommendation</th>
<th>Does not Support Committee Recommendation</th>
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</thead>
</table>

**COMMENTS:**

_____________________________________________________________________________________________

_______________________________________________________________________________________________________

_______________________________________________________________________________________________________

Signature of Dean

**APPEAL TO THE PROVOST:**

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<tr>
<th>Yes</th>
<th>No</th>
</tr>
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</table>

**FINAL DISPOSITION BY PROVOST:**

<table>
<thead>
<tr>
<th>Supports Dean’s Recommendation</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Comments:**

_____________________________________________________________________________________________

_______________________________________________________________________________________________________

_______________________________________________________________________________________________________

Date final disposition sent to student ____________ and professor: ____________

Office Forms/Grievance Form.doc