

Dean's Office End-of-Semester Report - Academic Rights and Responsibilities Policy

Student complaints/grievances that should be tracked on this form are those that students or ombudspersons/Deans/designees identify to be under the above Policy which maintains that students should have protection against prejudiced or capricious evaluations or discussions that are not intellectually relevant to the subject matter under consideration.

School/College: _____

Semester: _____

Name and Title: _____

Date: _____

Complaints/Grievances reported during the semester:

Stage	Number Reported	Number Resolved	Number Pending
1a			
1b			
2			
3a			
3b			
4			
5a			
5b			
Totals			

Stages:

- 1a: Student brings informal complaint to Ombudsperson
- 1b: Ombudsperson attempts informal mediation
- 2: Student submits formal, written grievance to the Dean/Designee
- 3a: Dean/Designee attempts informal resolution
- 3b: Dean refers matter to school/college grievance committee
- 4: Dean considers committee's recommendation and issues a written decision
- 5a: Student appeals Dean's decision
- 5b: Provost reviews case and makes a decision

Number of cases referred to other Schools/Colleges/offices: _____
(not to be included in above count)

Additional Information you would like to report:

Signature of Dean/Dean's Designee

Date

Deadlines: Feb 10th for Fall; June 1st for Spring; Sept 15th for Summer (combined report)