

# Academic Rights and Responsibilities Policy Tracking Form

## Section I - Ombudsperson or Dean/Dean's Designee Information

Name:	_____
School/College:	_____
Date:	_____
Date of initial contact with student:	_____

## Section II - Information Provided by Student

Student's name:	_____
Student's TU ID:	_____
Student's major department:	_____
Relevant semester:	_____
If student's complaint concerns a department or office, enter department or office name:	_____
If student's complaint concerns a faculty member, enter faculty member's name and department:	_____
If student's complaint concerns a particular course, enter department and course number:	_____

## Section III - Stage of Complaint/Grievance

Referred to other office:	_____							
In process - currently at stage (please circle one):	1a	1b	2	3a	3b	4	5a	5b
Date:	_____							
Resolved at level (please circle one):	1a	1b	2	3a	3b	4	5a	5b
Date of resolution:	_____							
If complaint/grievance did not follow sequence as listed below per the policy, please note in section IV								
Description of complaint/grievance stages as described in policy:								
Stage 1a: Student brings informal complaint to Ombudsperson								
Stage 1b: Ombudsperson attempts informal mediation								
Stage 2: Student submits formal, written grievance to the Dean or Dean's designee								
Stage 3a: Dean or Dean's designee attempts informal resolution								
Stage 3b: Dean refers matter to school or college's grievance committee								
Stage 4: Dean considers committee's recommendation and issues a written decision								
Stage 5a: Student appeals Dean's decision								
Stage 5b: Provost reviews case and makes a decision								

**Section IV - Description of Complaint/Grievance and Actions Taken**

**Please append documentation, if any, to this form**

A large, empty rectangular box with a black border, intended for the user to append documentation related to the complaint or grievance.

---

**Signature of Ombudsperson or Dean/Dean's Designee**

**Date**