

Grievance Form

Student Name: _____ HU ID: _____ Date: _____

Student HU Email: _____ Signature: _____

Detail of Grievance

Issue at hand	Name of Instructor	Course PHA	Date Occurred	Instructor Decision	
				Agree	Disagree
Grading Error					
Grading Challenge					
Other					

Details of Resolution by Instructor

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If issue is not resolved at the current level, please indicate below accordingly (both Faculty and Student must affix signatures). The Student must then be provided the original form and bring up to the next level. If the issue is resolved at any level, then a copy must be retained at that level, and additional copies provided to Instructor of record, Course Coordinator and Office of Academic and Student Affairs. **Resolutions at each level should be conducted Face-to-Face. Both Student and Faculty must affix their signatures at the same time.**

Resolution Level	Issue Resolved		Faculty Signature	Date	Student's Agreement with Resolution		Student Signature	Date
	Yes	No			Yes	No		
Instructor								
Course Coordinator								
Department Chair								
Assistant Dean								
Dean								

NOTES:

- Incomplete forms will not be reviewed.
- For final grade appeal, please include grievance details for any other assessment (exam/ quiz/assignment etc.) grieved in the course.
- The course coordinator signs and dates the form to acknowledge receipt of grievance information and is not involved in decision-making regarding the grievance resolution.
- NOTE: All signing officials other than the instructor must provide details about their analysis and decision in a separate sheet and attach it to the original grievance form.