



## Student Complaint Procedure Formal Appeal Form

Students who are not satisfied with the outcome of a formal complaint filed using the Student Complaint Procedure may file a formal appeal of the decision of the Department Chair or Program Director with the appropriate academic Dean within five business days after the unsatisfactory decision. The Dean has the discretion to accept a complaint filed after this deadline for good cause.

Date \_\_\_\_\_ Student Name (Please Print) \_\_\_\_\_

UIN \_\_\_\_\_ Faculty Name \_\_\_\_\_

Subject and Course Number \_\_\_\_\_ Date of Incident \_\_\_\_\_

**Detailed description of the nature of the complaint** *(attach additional documentation if needed)*

**Detailed description of attempts at resolution with the faculty member and Chair or Program Director** *(attach additional documentation if needed)*

**Detailed description of relief sought** *(attach additional documentation if needed)*

Submit this form, all supporting documentation, and a copy of the previous finding and supporting documents. No new information is permitted. The Dean may consider the appeal or appoint a faculty member to consider the appeal. The person appointed shall not have been involved as a decision maker in earlier steps in the complaint process.

The person considering the appeal shall review the materials and issue the finding within 30 business days from the date the appeal is filed. At the end of the review, a written decision will be issued. A copy of the decision will be sent to the complaining student, the faculty member, and the Chair or Program Director. The decision by the designee or the Dean is final.

If there are any questions about the Student Complaint Procedure, the complete procedure can be found in the [Graduate](#) or [Undergraduate Catalog](#).

Student Signature \_\_\_\_\_

Complaint Received by \_\_\_\_\_

Name

Dept.

Date