

# College of Education Student Complaint/ Grade Dispute Form

Please review the university policies regarding student complaint and grade dispute procedures before completing this form:

<https://confluence.rowan.edu/display/POLICY/Student+Complaint+Procedures>

<https://confluence.rowan.edu/display/POLICY/Grade+Dispute+Policy>

- Student meets with professor in attempt to resolve issue; if no resolution, (If for reasons of fear of retribution or reprisal the student will not meet with faculty member, he/she may go directly to the department chair.)
- Student meets with department chair; if no resolution, or the complaint is about the department chair,
- Student requests meeting with Associate Dean; if no resolution,
- Student requests meeting with Dean of Students or Associate Provost.

Please complete this form and submit to the department secretary. An appointment with the department chair will then be scheduled. If the complaint is against the department chair, the student may go directly to the dean's office.

**Student Name:** \_\_\_\_\_

**Banner ID Number:** \_\_\_\_\_

**Current Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Department Name &/ Chair Name:** \_\_\_\_\_

**Program/ major:** \_\_\_\_\_

1. Do you have a [FERPA waiver](#) on file with the registrar's office? Yes  No

2. Did you meet to discuss this issue with your professor? Yes  No

If yes, please provide the date: \_\_\_\_\_

If no, please provide the reason for not meeting with the professor.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Nature of complaint. Check all that apply:

Grade dispute  Faculty issue

Other, please specify \_\_\_\_\_

4. Please provide a brief description of the issue.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of the student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature acknowledging receipt:** \_\_\_\_\_ **Date:** \_\_\_\_\_