

**Florida A&M University**  
**Graduate Studies and Research**  
**Stepwise Student Grievance Settlement Form**

(The student should begin the process of grieving a grade by submitting a completed form to the party involved in Step 1.)

Name \_\_\_\_\_ Student ID: \_\_\_\_\_

E-mail \_\_\_\_\_

Street or Box No. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**I. STEP I:**

1. Explain in detail the nature of the complaint or grievance. (Submit evidence, as appropriate.)
2. Have you met with the involved faculty or staff through personal conference (Step I)?  
Yes \_\_\_\_\_ No \_\_\_\_\_
3. Was the matter resolved in Step I? Yes \_\_\_\_\_ No \_\_\_\_\_
4. If "No", then proceed to Step II.
5. If "Yes", please indicate the action that was taken to resolve this grievance in Step I. You may attach additional sheets, as needed.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Coordinator/Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean (School/College) Signature

\_\_\_\_\_  
Date

**II. STEP II**

If the matter was not resolved in Step I in a timely manner, the student must proceed to Step II. The student must seek a resolution of this matter by following the grievance procedures of the student's school or college.

1. Was the matter resolved in Step II? Yes \_\_\_\_\_ No \_\_\_\_\_
2. If "No", then proceed to Step III.
3. If "Yes", please indicate the action that was taken to resolve this grievance in Step II.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair/Graduate Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean (School/College) Signature

\_\_\_\_\_  
Date

**III. Step III**

If the matter was not resolved in Step II in a timely manner, the student must proceed to Step III. The student may seek a resolution of this matter at the Graduate Dean’s level, by submitting the results of Steps I and II to the Graduate Dean for a final resolution. The action taken by the Graduate Dean to resolve the grievance in Step III is **final**.

**NOTE:** As part of your due process, if you have any allegations based on procedural problems by the ad hoc Committee of the Graduate Council, or if there is a claim of new and pertinent information related to your grade appeal that was not known by you at the time of your appeal and made available to the Graduate School or its Grievance Committee at the time of its deliberations, then you may make a final appeal (no longer than two pages, single spaced, 12 pt. font, with 1” margins) to the Provost within ten days of this decision.

The action that was taken to resolve this grievance in Step III is as follows:

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Graduate Dean

\_\_\_\_\_

Date

**FOR OFFICE USE ONLY** (rev\_VT\_ 042514)

Notification mailed to student by Graduate Studies and Research  
on \_\_\_\_\_ by \_\_\_\_\_

Copy Issued to: Chair Academic Dean Graduate Coordinator Graduate Dean