

## Form GS-g-A — Filing of Graduate Academic Grievance

*Instructions for using this form in a digital workflow are at the end of the second page.*

### Step 1 — To be completed by the student

Full name: \_\_\_\_\_ XID#: \_\_\_\_\_

CU email address: \_\_\_\_\_

I wish to file a grievance against the professor(s) named below:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The dates that I completed **STEP 1** of the procedures for filing a grievance and the individuals with whom I met are indicated below:

**Date:**

**Name:**

\_\_\_\_\_

\_\_\_\_\_  
*Faculty and/or staff member*

\_\_\_\_\_

\_\_\_\_\_  
*Department chair*

\_\_\_\_\_

\_\_\_\_\_  
*Dean of my college*

**Signature:**

\_\_\_\_\_

*College dean, associate dean, or department chair*

Please use the third page of this form to provide a detailed statement of your grievance. Include at the end of your statement the advice/assistance received as a result of your meetings referenced above.

Please indicate what specific resolution you seek: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Step 2 — To be completed by the hearing panel

The findings and recommended resolution of the hearing panel are included in the attached email to the student.

Hearing panel chair:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Step 3 — To be completed by each party of the grievance and returned to the Graduate School within fourteen (14) days

I accept the decision and resolution of the Academic Grievance Committee

I request to appeal the decision and resolution of the Academic Grievance Committee

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### How to use this form in a digital workflow

This form permits digital signatures and routing/submission via email. To use the interactive features,

1. Save this form to your device and open it in Acrobat Reader, rather than trying to complete it within your browser. Not all web browser PDF extensions enable interactive features.
2. Because this form requires signatures from more than one individual, the student should complete Step 1 (page 1) and send the form as an email attachment to their College Dean/Associate Dean or Department chair. That official should sign it where indicated, then use the button below to submit the form to the Graduate School; the button generates an automatic email with the form attached.
3. The Graduate School Dean will call and convene the Hearing Panel. The Dean's representative will forward copies of this form to all members of the hearing panel. If the hearing must be held online, the Hearing Panel Chair will use page 4 of this form to send an email of findings and recommended resolution to the student. Hearing Panel Chair will sign (Step 2 above) and use the button below to submit this form to the Graduate School.
4. Following the hearing, the Graduate Dean's representative will duplicate the form and route the form via email to both relevant parties to the grievance (Step 3 above). Each party may then use the Submit button to return their form to the Graduate School.

**SUBMIT form to the Graduate School**

Student's detailed reasons for grievance and resulting advice from Department Chair or College Dean/Associate Dean.

Findings of the Hearing Panel and recommended resolution (extract this page or copy findings content and email separately to the student).