



2. What is the resolution you seek?
  
3. Attach documents to support your concerns.

**Section 3:**

To be completed by the Instructor: After receiving a formal written complaint from the student, the instructor will respond to the student in writing within five days and send a copy of the complaint and instructor response to the Administrative Assistant to the VP of Academic and Student Affairs. The following questions should be addressed by the faculty member:

1. Describe concerns:
  
  
  
  
  
  
  
  
  
  
2. Describe the resolution you suggest:
  
  
  
  
  
  
  
  
  
  
3. Attach supporting documentation.

\_\_\_\_\_ Appeal Approved    \_\_\_\_\_ Appeal Denied

Comments:

Signature of Dean: \_\_\_\_\_

Date: \_\_\_\_\_

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