**Writing Program**

**ENG 100, 1301, and 1302**

***Student Grievance Form***

*Students who wish to speak with the Director of Writing must complete and submit the following form in order to schedule an appointment to discuss the issue. If students intend to discuss an issue with an instructor or a particular class, the student must first try to resolve the matter with their instructor.*

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus Wide ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Undergraduate □ Graduate □

Description of grievance issue (attach additional pages as necessary): **Please include specific details with names, dates, grades, issues, etc.**

Course prefix, number and section (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester and Year Course Taken (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor’s Name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have □ / have not □ discussed this issue with the instructor. (**If the answer is “no,” explain why on an attached page**. Please note: under most circumstances, you will have to speak to instructor first.)

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*To be completed by Director of Writing*

This issue has been: resolved □ unresolved □

Description of resolution (attach additional pages as necessary):

Instructor (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agree/Disagree

Director of First-Year Writing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_