

## Student Complaint Process within the College of Education

Bloomsburg University of Pennsylvania maintains a grievance procedure to provide all students with a system by which to grieve complaints of alleged academic injustice(s) relating to grades and/or professional responsibilities as related to academic policies found in the Policies, Rules and Procedures. This process is outlined in *The Pilot*. The College of Education adheres to all academic policies established by Bloomsburg University.

To address and resolve complaints as efficiently as possible, all students are encouraged to initially address their complaints through informal channels (outlined in *The Pilot*) within the academic department overseeing the immediate area of concern. In a situation where this fails to resolve the issue in a manner satisfactory to the student, the issue may be brought to the attention of the Dean, or designee of the college, in which the issue has arisen. This consultation should take place no later than the end of the semester in which the alleged incident has occurred. Please provide the following information prior to meeting with the Dean/designee:

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_ Date \_\_\_\_\_

Phone Number(s) \_\_\_\_\_ Email Address \_\_\_\_\_

- 1) In the space below, please detail your complaint. You may use additional pages if necessary.

- 2) In the space below, please state in detail the resolution or assistance you are seeking. You may use additional pages if necessary.

Students who feel the informal consultations have not satisfactorily resolved the matter may initiate a formal grievance by filing an Academic Grievance Form, as outlined in *The Pilot*.