

GRIEVANCE PETITION

This formal petition can be completed only after all other steps outlined in the NDS Catalog and Student Handbook have been followed. Please note that this petition consists of two pages that refer to two types of grievances - **Appealing Grades** and **Grievance for All Other Matters**. Please complete the page that directly corresponds to your particular grievance and turn in the completed form to the Academic Dean or the Vice-Rector of Configuration Formation as specified below.

I. Appealing Grades

If a student wishes to contest a grade, they should address their concerns to the instructor. If the student is not satisfied with the outcome of the conversation with the instructor, then a formal grievance can be filed.

Grievance Filed: _____

Name of Course: _____

Name of Instructor: _____

Date When Student Convened Meeting with Instructor: _____

Summary of the Grievance:

*The completed grievance petition for Appealing Grades is to be turned in to the **Academic Dean** who will implement the process outlined in the NDS Catalog and Student Handbooks. Please keep a copy for your records.*

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II. Grievance for All Other Matters

A student may file a grievance if they believe the processes outlined in the NDS Catalog and Student Handbook has not brought a satisfactory result.

Grievance Filed: _____

Name of Faculty/Staff Member: _____

Date When Student Convened Meeting with Faculty/Staff Member: _____

Processes Used as Described in the NDS Catalog and/or Student Handbook:

Summary of the Grievance:

*The completed grievance petition for other Grievances is to be turned in to the **Vice-Rector** of Configuration Formation who will implement the process outlined in the NDS Catalog and Student Handbooks. Please keep a copy for your records.*