Is the grievance based on discrimination or harassment involving instructor or other students?  

Refer student to ISU Equal Opportunity Office and inform the Department Chair

Has it been less than 1 year after the completion of the course?  

NO

Grievance falls outside of the Dean of Students Office guidelines. Refer student to the ME Associate Chair for Undergraduate Programs

NO

Does it involve 1 particular course?  

YES

Refer student to ME Associate Chair for Undergraduate Programs

NO

Is it a grade appeal?  

YES

Student must inform the course instructor IN WRITING via email using this FORM of the specifics of the grievance and request that the instructor consider it. 

Academic Grievance Form

NO

Instructor will determine the appropriate action, if any, needs to be taken. They must inform the student of their decision in writing.

Student is satisfied with instructor’s decision and/or proposed resolution?

YES

Resolved

NO

Is the course an ME course?  

YES

Further steps outline HERE

NO

Is the course an ME course?  

NO

YES

Student must forward the documentation from their appeal with the instructor to the ME Associate Chair for Undergraduate Programs for the department to review.

Student must inform the Department Chair of the teaching department in writing of the specific grievance and request that the Chair consider it.