



DEPARTMENT OF History & Philosophy STUDENT GRIEVANCE FORM

Student Information:

Name: _____

Phone Number: _____

Date Submitted: _____

KSU ID#: _____

KSU NetID: _____

Grievance Policy:

In most circumstances, a grievance must be filed with the Chair of the Department of History & Philosophy within five business days of the event.

A grievance is defined as an act, omission, or occurrence that a student feels constitutes an injustice and can be established on factual information. It may relate to any condition arising out of the relationship between a student and a faculty/staff member of the Department of History & Philosophy including bullying, unequal treatment, and changes in course requirements that negatively affect the student. Note that a grievance is different from a grade appeal.

If a student believes that his/her academic rights have been violated, the procedure below is followed within the College of Humanities and Social Sciences.

Grievance Procedure:

- 1) Before pursuing the grievance process, every reasonable effort should be made to constructively resolve issues with the faculty, staff, or administrators involved in the complaint.
- 2) If a satisfactory resolution is not reached after discussion with the faculty, staff, or administrator in question, the student should complete this form and submit to the Department Chair of History & Philosophy to attempt to resolve the complaint.
- 3) The form must be completed in its entirety and signed. Upon completion, submit the form in person to the Department of History & Philosophy or email it to the Department Chair, Dr. Alice Pate (apate9@kennesaw.edu). Your information will be disclosed to the faculty member in question in order to investigate your complaint/grievance. A decision will be made based on the evidence presented.
- 4) If these efforts are unsuccessful, the complaint process may be elevated to the Office of the Dean in the College of Humanities and Social Sciences.

For further information consult the KSU Student Handbook.

Grievance Information:

I have read and understand the grievance policy and procedures: Yes No

I have discussed this matter with the professor or staff involved: Yes No

 If you answered "no" above, please explain.

Please provide complete information about the incident. Focus on factual information and include any and all pertinent dates, times, locations, parties involved, witnesses, descriptions of resolution attempts, desired resolutions, etc. Include attachments and evidence if appropriate.

Student Signature:

Date:
