



STUDENT RESOLUTION PROCEDURE

STEP ONE

The first step to resolve a problem between an instructor and student is to meet. The student should describe the problem in the space provided below and make an appointment with the instructor to resolve the problem.

Date: _____ **Semester:** () SPRING () SUMMER () FALL () WINTER

Student: _____ **Instructor:** _____
Student ID Number: _____ **Course Title:** _____
Section Number: _____

State the problem (continue on back if necessary): _____

We were able to resolve the problem in the following way: _____

We were unable to resolve problem. ()

Student Signature: _____ **Date:** _____

Faculty Signature: _____ **Date:** _____

If you were unable to resolve the problem by speaking with the instructor, take this completed form to the department chairperson or compliance office and discuss Step 2 procedures.