Part 1: Student Information

Full Name: 

Last: ___________ First: ___________ M.I.: ___________

Boise State Email: ___________________________________________________________________

Student ID Number: ___________________________________________________________________

Instructor’s Name: ___________________________________________________________________

Class and Section (e.g., ENGL 101-001): ___________________________________________________________________

Semester and Year: ___________________________________________________________________

Part 2: Type of Grievance

Please mark the category of your complaint.

☐ Appealing a grade

☐ Absences affecting grade

☐ Concerns about my instructor

☐ Discrimination or harassment

Part 3: Statement of Grievance

Attach a statement detailing the circumstances of your grievance. For all grievances, include a description of a) the situation to date, b) the remedy sought, and c) the informal efforts taken to date to resolve the matter. For grade appeals, state the grounds on which the grade is being challenged.

Part 4: Grievance Documentation

Check type(s) of documentation attached.

☐ Written work from the class

☐ Military or firefighting orders

☐ Final class portfolio

☐ Medical records

☐ Other (describe briefly):

______________________________________________________________________________

I have met with my instructor and have been unable to resolve this issue with her/him.

______________________________________________________________________________

Signature: ___________ Date: ___________

Mail or Deliver to:
First-Year Writing Program
Boise State University
Liberal Arts Bldg, Suite 256
1910 University Drive
Boise, ID 83725-1525

Complete the entire form. Make a copy for your records.