

**The University of Findlay
Student Academic Standards Committee
Application for Formal Inquiry**

If you have questions about the appeal process or about completing this form, please contact the Office of the Registrar, extension 4556.

Please Note: Each section of this application MUST be completed before the Application for Formal Inquiry is presented to the Student Academic Standards Committee. **Incomplete applications will not be reviewed.**

Name: _____ Student ID number: _____

Academic Program: _____ Academic Status: FR SO JR SR GRAD

Address: _____
Street _____ City _____ State _____ Zip Code _____

Phone Number: _____ Cell Phone Number: _____

University email: _____

Please give an address and telephone number where you can be contacted outside of the academic year (the academic year may end before the issue has been settled). It is your responsibility to ensure that all contact information is current and accurate. Failure to do so will result in delays and possible dismissal of your application. Any changes must be reported immediately.

Address outside of academic term: _____
Street _____

City _____ State _____ Zip Code _____ Country Code _____

Phone Number: _____ Cell Phone Number: _____

Procedure Checklist:

- All sections of the Application for Formal Inquiry have been completed.
- Signatures have been obtained
- All required documentation has been provided for committee review

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Department Chair/Program Director Signature _____ Date _____

Director of Academic Services _____ Date _____

Application for Formal Inquiry-Part A

Parts A and B should be completed by the student

Name: _____ Student ID number: _____

Course # and Title: _____ Year/Semester: _____

Course Faculty member(s): _____ Final Grade if Assigned: _____

This form is to be used in accordance with the procedures for submitting a formal written appeal for adjudication through the appeal system as outlined in the University catalog. This form is to be completed in full by the student and submitted to the Office of the Registrar for review by the appropriate Student Academic Standards Committee.

Note: The Application for Formal Inquiry can be discontinued at any step within this process. Discontinuing the process may occur due to the student's decision to stop the process for formal inquiry or all parties have come to agreement. If all parties have come to an agreement regarding the appeal, formal notification (e.g., change of grade form) of the appeal decision should be submitted along with the Application for Formal Inquiry to the Office of the Registrar.

Step One: Meet with the course faculty member and provide a brief description of the outcome of your meeting. This description should contain information concerning all meetings with the faculty member. Give the date(s) of the meeting(s). Cite your opinion about why the meetings did not yield a satisfactory result.

Step Two: Meet with the department chair/program director and provide a brief description of the outcome of your meeting. This description should contain information concerning all meetings with the department chair/program director. Give the date(s) of the meeting(s). Cite your opinion about why the meetings did not yield a satisfactory result.

Step Three: Meet with the Director of Academic Services and provide a brief description of the outcome of your meeting. This description should contain information concerning all meetings with the Director of Academic Services. Give the date(s) of the meeting(s). Cite your opinion about why the meetings did not yield a satisfactory result.

Application for Formal Inquiry-Part B

Part B is to be completed by the student if the Application for Formal Inquiry is being forwarded to a Student Academic Standards Committee.

A student wishing to submit an Application for Formal Inquiry must provide the reason for the appeal in one or more of the areas below. Attach additional sheets if necessary. Be specific.

1. *The rules established for assigning grades in the course allegedly have been violated.* What were the rules and how were they violated?

2. *The faculty member has allegedly violated academic freedom by grading on some basis other than academic performance in the course.*
What non academic factors entered into the grade?

3. *Extenuating circumstances such as illness, incapacity, or absences of the instructor generate uncertainty regarding the appropriateness of the grade assigned.*
Explain the circumstances.

4. *The student is appealing a finding of academic dishonesty by the faculty member.* Explain.

Please provide your desired outcome from the review of the Application for Formal Inquiry by the Student Academic Standards Committee:

I confirm that the information provided in this Application for Formal Inquiry is complete in accordance with the appeal procedures as outlined in the Undergraduate/Graduate catalog.

I understand the decision of the Student Academic Standards Committee is final.

Student Signature

Date

Application for Formal Inquiry-Part C

The first three lines of Part C are to be completed by the student. The remainder of Part C is to be completed by University representatives.

Name: _____ Student ID number: _____

Course # and Title: _____ Year/Semester: _____

Course Faculty member(s): _____ Final Grade if Assigned: _____

This form is to be used in accordance with the procedures for submitting a formal written appeal for adjudication through the appeal system as outlined in the University catalog. This form is to be completed in full by the appropriate University representatives and submitted to the Office of the Registrar for review by the appropriate Student Academic Standards Committee.

Note: The Application for Formal Inquiry can be discontinued at any step within this process. Discontinuing the process may occur due to the student's decision to stop the process for formal inquiry or all parties have come to agreement. If all parties have come to an agreement regarding the appeal, formal notification (e.g. change of grade form) of the appeal decision should be submitted along with the Application for Formal Inquiry to the Office of the Registrar.

Step One: The faculty member will meet with the student and provide a brief description of the outcome of the meeting. This description should contain information concerning all meetings. Give the date(s) of the meeting(s). Cite your opinion about why the meetings did not yield a satisfactory result to all parties.

Step Two: The department chair/program director will meet with the student and provide a brief description of the outcome of your meeting. This description should contain information concerning all meetings. Give the date(s) of the meeting(s). Cite your opinion about why the meetings did not yield a satisfactory result to all parties.

Step Three: The Director of Academic Services will meet with the student and provide a brief description of the outcome of the meeting. This description should contain information concerning all meetings. Give the date(s) of the meeting(s). Cite your opinion about why the meetings did not yield a satisfactory result to all parties.