

Application for Mediation

(File with College of Engineering and Computer Science Dean's Office)

Date: _____

Student's Name: _____

University ID: _____

Email: _____

Telephone Number: _____

Course Number (Department, Number, Section, Term, Year): _____

Instructor's Name: _____

Attach a written explanation of the basis for complaint and all supporting documentation:
Items for comment and/or attachment may include (1) examination grades and copies of available exams;
(2) copies of any special projects or papers; (3) information regarding regularity of attendance in class;
and (4) any other relevant information.

PROCESS SUMMARY (to be completed by University official)

(Attach any Relevant Documentation)

Date: _____

Person(s)/Committee: _____

Recommendation/Action: _____

Reviewed by (initials): _____