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): ______________