Fox School of Business
TEMPLE UNIVERSITY

MBA & MS Student Grievance Form

The FSBM Grievance Process is used to resolve grievances and may be initiated only after the informal process used to resolve complaints has not resulted in a satisfactory resolution. A disagreement with an administrative decision (or grade) is not a grievance unless it includes improper, unfair, or arbitrary action.

Student Name (Print):
TUID:
Phone Number:
TU email address:
Alternative email address:
Mailing Address:
Semester and Year in Which Course was Completed:
Course Number:
Course Name:
Department:
CRN (course reference number)
Name of Instructor:

Please attach the required statements as listed in steps 1 – 5 below. Statements must be typed and no more than 250 words for each statement.

1. Please provide a concise description and summary of your grievance. Include what you see as the major issues needing resolution.

2. Specify any and all specific steps that have been taken thus far in the attempt to resolve this matter informally.

3. Identify the basis of your claim of grievance (e.g. homework or other assessment score missing from final grade calculation, test score miscalculated, failure of instructor to follow grading policy as stated on the syllabus.)

4. Please tell us what in your opinion would represent a satisfactory resolution to your grievance? That is, what would you like to see happen as a result of your grievance being formally considered?

5. Please provide a detailed (numbered) list of all documentation that you have attached in support of your grievance. This should include the course syllabus from the course in question, copies of email communications, copies of graded coursework, and other relevant supporting materials.

I have provided the documentation required for each step:
- Step 1
- Step 2
- Step 3
- Step 4
- Step 5 (be sure to number all supporting materials)

Student's Signature:

Date Submitted:

Submit the form and attachments in a sealed envelope to the FSBM/Graduate Ombudsperson, located in Alter Hall, Suite 701.