Informal Resolution Verification Form

Student Appeal Process

Abraham S. Fischler School of Education

The appeals process for the Abraham S. Fischler School of Education (FSE) serves to provide a formal means of resolving disputes between students and the administration or faculty. Prior to any attempt at resolving disputes through a formal review by committee, students are encouraged to first seek an informal resolution of disputes in an effort to settle the matter amiably. To this end, any formal review by an appeals committee may not occur without first utilizing the informal measures described in the *Student Appeal Process*. As verification that these informal measures were taken, appropriate signatures of the parties with whom an informal resolution was sought must be obtained on this form and submitted to the Office of Student Judicial Affairs (OSJA) together with the *Student Appeal Form*.

If no resolution is achieved after consulting the appropriate administrator or faculty members, their signatures may be obtained by scanning, mailing, or faxing this form.

Section A: <u>To Be Completed by Student</u> (Please Print or Type):

Student Name_____ Fax ( )_____

Mailing Address_____
Street City State Zip

- Consulted Administrator (if applicable)_____
Name of Administrator

- Consulted Course Professor (if applicable)_____
Name of Professor

- Consulted Program Professor or Academic Director (if applicable)_____
Name of Professor or Academic Director

Section B: <u>To Be Completed by Administrator, Professor, or Academic Director</u>

(Please sign if your name appears above and return to student at the address or fax listed in section A as verification that this student consulted you regarding the matter under consideration for appeal)

- Administrator or Designee Signature _____
- Course Professor Signature _____
- Program Professor or Academic Director Signature _____