

The purpose of this form is to file an official grievance at NewSchool of Architecture & Design. The student is responsible for completing the form with as much detail as possible and returning the form to the Office of the Dean of Student Affairs. The form will be reviewed within 30 days and a resolution and/or recommendation will be presented to the student within 45 days of the date of grievance submission. Confidential records of this grievance process, please see the current NewSchool of Architecture & Design Academic Catalog.

***Please print using blue/black ink or type.***

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Student ID \_\_\_\_\_ Program \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Grievance Directly Related to:

- Administrator Name \_\_\_\_\_
- Faculty Name \_\_\_\_\_
- Staff Name \_\_\_\_\_
- Student Name \_\_\_\_\_
- Other \_\_\_\_\_

Details of grievance and resolution desired (please use the back of this form if more space is needed)

\_\_\_\_\_  
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**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PLEASE KEEP A COPY OF THIS FORM AND TURN THE ORIGINAL IN TO  
THE OFFICE OF THE DEAN OF STUDENT AFFAIRS.**

To be completed by the Office of the Dean of Student Affairs:

Date Received \_\_\_\_\_

Resolution/Recommendation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Resolution/Recommendation was communicated to the student \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Dean of Student Affairs)