

**WIDENER UNIVERSITY SCHOOL OF NURSING
STATEMENT OF GRIEVANCE**

Name of Student: _____ Date: _____

Academic Program: (check one) BSN _____ MSN _____ DNP _____ PHD _____

Course name and course number: _____

Many disputes may be resolved following a discussion of the issues by the parties involved. If such a meeting has occurred, and no resolution has been achieved, the student may attach a detailed statement addressing concerns. The student must obtain signature of the involved faculty member, and proceed to the Appeals process. One copy of this form must be distributed to each of the parties involved.

Statement of the problem/concern/complaint must address the following:

- Clearly and concisely state what you are requesting.
- When did you first become aware of the problem?
- Identify any extenuating circumstances related to the problem.
- What steps have you already taken to address the problem/situation?
- Identify resources or supports that may help you improve or correct the situation.
- How do you plan to do things differently in the future to ensure academic success?
- Describe the resolution you are seeking.

I have met with the student and discussed the issues stated above.

*Student Signature _____ Date _____

Indicates only that student has prepared the documentation and consulted with the faculty.

*Faculty Signature _____ Date _____

*Mentor Signature _____ Date _____

Course Coordinator Signature _____ Date: _____ *

Indicates only that student has consulted with advisor and does not indicate, express, or imply approval.

Resolution (check one):

- Issue resolved between student and faculty
- Issue not resolved; pursuing Academic Council meeting.