

Master of Nursing Student Grievance Form

This form is to be used for the Student Grievance & Appeals Policy as outlined at tacoma.uw.edu/nursing/master-nursing-grievance-procedure.

Step 1. The student must first contact the instructor within 10 calendar day after quarter ends to discuss the concern.

Step 2. If the issue is not resolved through discussion with the instructor, the student may submit this form within 10 calendar days of the instructor's decision.

Email completed grievance form to the UWT SNHCL Dean at snhcldean@uw.edu.

First Name:	Last Name:
Email:	UW Student ID #:
Today's Date:	Course Title/Number (if applicable):
Faculty/Staff Name:	Date Contacted Faculty/Staff:
Date of Informal Resolution Discussion:	Date of Faculty/Staff Response:
Please provide a clear description of the issue you wish to report, including all pertinent details and all persons involved.	
Please describe steps already taken attempts to resolve this situation (e.g. Informal conversation with parties) and who you have already contacted about this (if applicable).	

Explain the reason(s) the outcome of any previous attempts to resolve the situation were not satisfactory.
Please outline the desired outcome(s) that you wish to see occur and the reason(s) for those outcome(s).
Is there anything else you would like to add?

The Dean's Office will review the grievance complaint, document the grievance, verify that it is an academic policy violation, and forward it to the Chair of the Graduate Program Committee (GPC) for review and action.

To Be Completed by Office of the Dean

Date Received:	Received By Name:
Date Forwarded to GPC Chair:	Received By Signature: