Composition Program Grievance Form

Please type or print.

Student's Name: _____

Student's ID Number: _____

Student's Course and Section (i.e., ENG100-1): _____

Instructor's Name: _____

Have you spoken with your instructor about this issue? Y / N

If you answer "no," you **must speak with your instructor first before submitting this form.**

Please describe your complaint. Attach additional pages if necessary.

_____

Submit this form to Dr. Melanie Lee, Director of Composition, in one of these ways:

- Through campus mail to the English Department,
- Through postal mail to Dr. Melanie Lee, English Department, University of Southern Indiana, 8600 University Blvd., Evansville IN 47712,
- As an email attachment to mlee4@usi.edu

Grievances will be responded to within three (3) business days of receipt.