Bemidji State University Office of Teacher Education

Teacher Candidate Grievance and Appeals Form

To submit a complaint or grievance related to the Office of Teacher Education policies or procedures, please complete this form, providing as much information as possible. Attach additional sheets if necessary. This form should not be used for a grade challenge, or a concern related directly to course content or assignments. Students can contest a grade by following the BSU [Academic Grade Challenge Policy](https://www.bemidjistate.edu/mybsu/student-complaints/).

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BSU Student ID #: \_\_\_\_\_\_\_\_\_\_\_\_

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

Program:

|  |  |  |
| --- | --- | --- |
| Campus/Conventional | DLiTE | FasTrack |
| Special Education | DAPE | Add-On Licensure |

Describe your situation or area of concern:

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What steps have you taken to resolve the issue? Who did you talk to and when?

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What outcome are you seeking?

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Candidate Signature: ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This section to be completed by the Office of Teacher Education**

What steps were taken to resolve the concern?

How was the concern resolved? Include dates of action taken.

Date of follow-up contact with candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_