Writing Program, Department of English, College of Liberal Arts
Formal Complaint Form for Academic Mediation
(Prepare three copies)

Student’s Name _______________________________________________________

Circle:  Freshman   Sophomore   Junior   Senior

UID:___________________________ Email:_____________________________________

Telephone:______________________________________________________________

Course: ___________   Section: _____   Term & Year: ___________________________

Course Instructor: _______________________________________________________

WRITTEN EXPLANATION OF THE BASIS FOR THE COMPLAINT: Either below or on an
attached sheet, explain in detail why the grade you received was awarded in error or due to
a factor described in Section II of the CoLA mediation policy. This form, with your course
portfolio, must be submitted within the first 15 class days of the next semester.