**COLLEGE OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FORM C**

**FACULTY/STUDENT ISSUES WORKSHEET**

**FOR DEPARTMENT CHAIR/DEAN ACTION**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ **Faculty Issue** □ **Student Issue**

**Chair: Level One**

**What are the specific issues and facts?**

**What were the actions taken by the Chair to resolve the issue at level one?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair/Date

(over)

**Dean: Level Two**

**If the issue was not resolved by the Chair, describe the specific issues that remain.**

**What were the actions taken by the Dean to address the unresolved issues?**

**What are the final recommendations to the Vice President from the Dean if no resolution was accomplished after reviews at level one and two?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Dean Date