

Grievance Against Faculty and Students

Note: Your complaint must be initiated within 30 days after the incident which forms the basis for your grievance. Before submitting a grievance, the following steps must be completed.

(1) You must speak with the instructor, faculty member, or department coordinator about your grievance and try to resolve the matter. (2) If you were not able to resolve the matter, you can speak with the Chair of the department. (3) If it is not resolved, you can submit your grievance for resolution by the GRC of SUNY Korea. You may include documented proof / detailed statement of your interactions with the instructor, faculty member, department coordinator, related staff or the chair of the department and the outcome of your discussions to try to resolve the matter.

If you have any questions, please contact the Academic Team of the Department of Academic & Student Affairs at academicaffairs@sunykorea.ac.kr or +82-32-626-1122.

Please complete this form in its entirety.

• Name of the Person Filing This Grievance:	
• Student/faculty ID# (if any):	
• Email Address:	
• Mobile Phone Number:	
• Department related to Grievance:	
• Course Number and Section related to Grievance (if any):	
• Semester of Enrollment related to Grievance:	
• Name of the Person You Are Filing Grievance Against:	

Note: Please email this form with all other documentation, less than 10 pages (A4 size, 12 point, single spaced), appropriate for supporting your grievance to academicaffairs@sunykorea.ac.kr. For example, if you are accusing a professor of deviating from the stated formula for calculating grades, it is best if you can send copies of the syllabus in which the formula was announced and copies of your exam and assignment scores. Be sure that you maintain copies for yourself of everything you submit.

Summary of Your Grievance

(Continued)

To Resolve the Grievance, What Do You Request?

Name of Person Filing the
Grievance:

Date of Submission
(mm/dd/yyyy):

Signature:
