The appeals process for the Fischler School of Education (FSE) is intended to provide a formal means of resolving differences between students and the administration or faculty. Prior to any attempt at resolving differences through a formal review by committee, students are encouraged to first seek an informal resolution of differences in an effort to settle the matter amicably. To this end, any formal review by an appeals committee may not occur without first utilizing the informal measures described in the Student Appeal Procedure-3.04P. As verification that these informal measures were taken, appropriate signatures of the parties with whom an informal resolution was sought must be obtained on this form and submitted to the Student Judicial Affairs Office (SJA) together with the Student Appeal Form – 3.04A-1.

If no resolution is achieved after consulting the appropriate program administrator or faculty members, their signatures may be obtained by either mailing or faxing this form.

**Section A: To Be Completed by Student (Please Print or Type):**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Fax</th>
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<tr>
<th>Mailing Address</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

- Consulted Program Administrator (if applicable)  
  Name of Administrator
- Consulted Course Professor (if applicable)  
  Name of Professor
- Consulted Program Professor/Lead Faculty (if applicable)  
  Name of Professor or Lead Faculty
Section B:  To Be Completed by Administrator or Professor/Lead Faculty:

(Please sign if your name appears above and return to student at the address or fax listed in section A as verification that this student consulted you regarding the matter under consideration for appeal)

- Program Administrator/Designee Signature________________________________________
- Course Professor Signature____________________________________________________
- Program Professor/Lead Faculty Signature________________________________________