

School of Education & HPER

**Documentation of Student Concern**

<b>Department Information</b>		
Department		Date
Faculty Present		Student(s) Present
<b>Student Concern (please include specific dates, etc)</b>		
<b>Background/Related Issues</b>		
<b>Action Taken</b>		
<b>Follow Up (including notification to student of results and appeal opportunity)</b>		

Please forward copies to Education office upon closing of issue