

How to Write a Statement for the Dispute Resolution Board

Writing a statement for the Dispute Resolution Board is similar to writing an essay. It should have four parts: (1) an introduction, (2) a description of your attempts at informally resolving the problem, (3) a clear argument for your case, and (4) a description of the remedies you are seeking.

1. Your statement needs to start with an **introduction** explaining who you are and what you are bringing before the Dispute Resolution Board.

Example: My name is Chris Nagomi. I am filing a grade appeal for the grade I received in English 99 during the Fall semester of 2009. The instructor who graded me was Professor Blatt, and I will show in my statement that the final grade of D was capriciously given and that I should have received a B.

Or

Example: My name is Chris Nagomi. I am filing a student grievance against the Criminal Justice department. In the department's graduate handbook, it clearly states that students will receive timely feedback on their progress in the program. I recently received a letter advising me of my termination from the program and will show in this statement that the Criminal Justice department is not following its written policy and procedures for terminating a student from the program.

2. Next, you need to discuss in detail your attempts to achieve an **informal resolution** and why they were not satisfactory.

Example: I emailed Professor Blatt three times (on May 15, 19, and 25, 2008) to obtain more information about my final grade. The responses from Professor Blatt did not clarify why I received a C-. Because of this, I had a face-to-face meeting with Professor Blatt on May 30, 2008. The professor's explanation did not make sense to me in light of how the syllabus described the course's grading policy.

3. Third, you need to write your story as an **argument** including explicit reference to and explanation of all evidence submitted.

Example: According to the course syllabus, the course grade was based on five components as follows:

<i>Tests (3 @ 100 points each)</i>	<i>300</i>
<i>Group Project</i>	<i>100</i>
<i>Papers (3@ 50 points each)</i>	<i>150</i>
<i>Participation</i>	<i>75</i>
<i>Service Learning Project</i>	<i>75</i>
<i>TOTAL</i>	<i>700</i>

My grades on these components were as follows:

<i>Tests (3 @ 100 points each)</i>	<i>220</i>
<i>Group Project</i>	<i>80</i>
<i>Papers (3@ 50 points each)</i>	<i>120</i>
<i>Participation</i>	<i>55</i>

<i>Service Learning Project</i>	$\frac{65}{540}$
<i>TOTAL</i>	

By my calculations, the final grade should be a C+, since 540/700 comes out to 77%. My graded tests and papers are attached.

4. Finally, you need to describe in your closing paragraph what **remedies** you seek from the Dispute Resolution Board such as a grade change (to what grade), reinstatement in a program, refund of money, etc.

Example: First, I am asking that my grade be changed from a C- to a C+. Second, I ask that the Dispute Resolution Board assist me in getting reinstated into my program, since the C- I received caused me to get removed from the program.