SCHOOL OF EDUCATION
INDIANA UNIVERSITY
SOUTH BEND

Issue Resolution Information Page

~To be completed by student~

Directions:

- Download PDF to your device and complete.
- Email to Tracy Horvath, Faculty Support, at tmhorvat@iu.edu.
- The request will be routed for review and a signed copy with the decision will be emailed back to you and uploaded to your AdRX account.

Student Name:_____ Date: _____

IU Email:_____ ID#: _____

I have read the Issue Resolution process for the School of Education: _____ (Student's Initials)

Select Your Program **Other:**

This issue is related to: ☐ Course or instructional issue ☐ Advising* ☐ Policy/Process*
Other_____

**If you have selected Advising or Policy/Process, please meet with your academic advisor to explore options before submitting this form.*

Have you met with or made an appointment with your advisor about this issue? ☐ Yes ☐ No
Advisor Recommendation:

Advisor's Name _____

To be completed by School of Education – Documentation and Routing

1) Tracy Horvath Date Rec'd_____
2) Division Head Date Rec'd_____
3) Response to Student_____

Student Explanation of Issue or Concern

Please write a complete and detailed explanation of the issue in the text box provided. Ensure all relevant paperwork and additional documentation required for decision-making is included with your submission.

If you need more space for your response, feel free to attach an additional page.

Issue Resolution Response
For Faculty/Staff Use Only

Student Name:_____ **Reviewer Name:** _____

Recommendation

_____ Approved

_____ Denied

_____ Deferred pending further input

Division Heads/Faculty/Staff members must include an explanation for the above recommendation and include all pertinent paperwork and additional documentation used for decision-making.

Please proceed to the next page to sign and complete your response.

Issue Resolution Signature Page

For Faculty/Staff Use Only

Student Name:_____ **Date:** _____

Name and title of individual reviewing this documentation

Decision:

Signature of individual reviewing this documentation

Date:

Note: Please return all pages and documentation to Tracy Horvath once signed.

If the IR was denied by the Division Head, all requests then follow the routing steps outline on the SoE policy website.

Curriculum & Standards Decision if Relevant (complete pg 3 if new information needs to be shared)

Name and title of individual reviewing this documentation

Decision:

Signature of individual reviewing this documentation

Date:

Assistant Dean Decision if Relevant (complete pg 3 if new information needs to be shared)

Name and title of individual reviewing this documentation

Decision:

Signature of individual reviewing this documentation

Date: