

Academic Grievance and Appeals Form

Please note that before the Academic Grievance and Appeal Form can be filed, the student must attempt to resolve the dispute informally. If you are appealing a grade, you must contact the faculty member who assigned the grade and discuss your objection with him/her before filing this appeal. For all other academic grievances, you must contact the faculty member or administrator responsible for the decision being appealed. Before filing this Academic Grievance and Appeal Form, please read Policy 4.20, Student Complaints (Academic Matters).

Contact Information:

Name: _____

MC ID#: 700_____

Local Address: _____

MC E-Mail: _____@mc.edu

Telephone Number: _____

Major: _____

Grade Appeals:

Course Number: _____ Course Name: _____

Semester (please circle): Fall Spring Summer 1 Summer 2

Instructor Name: _____

All Other Academic Grievances:

Brief Description of Decision Being Appealed: _____

Date of Decision (attach documentation is possible): _____

Name/Title of Faculty/Administrator Decision-Maker: _____

I am appealing this grade/decision because I feel that it is:

- Erroneous.
- Based on prejudicial evaluation of my work.
- Based on an inconsistent or unequal applied standard of evaluation.

