

COURSE GRADE & PROGRAM DISMISSAL APPEALS FORM

This procedure applies when a student wants to appeal a final course grade that has been recorded by the Registrar on the student's academic record or when a student wants to appeal a decision to dismiss the student from an academic program.

A grade appeal or program dismissal appeal based on charges of discrimination, sexual harassment, or academic honesty, and/or conduct in research policies should be taken to the Office of Institutional Equity or other office(s) pursuant to respective University policies and procedures.

**Please contact the Ombudsman Office at
(269) 387-0718 before starting this process.**

Student Status: Undergraduate Graduate

Type of Appeal: Course Grade Program Dismissal

Name: _____

Mailing Address: _____ Email Address: _____

Phone number: _____ Course/Instructor: _____

Have you done the following?

- | | | |
|---|-----|----|
| 1. Discussion with Instructor? | Yes | No |
| 2. Discussion with Chair/Director | Yes | No |
| 3. Written statement of issues to Department Chair? | Yes | No |

Brief summary of events (please use the back for additional space if needed and attach supporting documentation):

Results you are asking for from this appeal (this is mandatory, and you may use the back for additional space if needed):

Signature: _____ Date: _____