



Academic Standards Committee Student Petition Form

If a student believes an instructor has issued a final grade in violation of the instructor's published grading standards or practices, the student may appeal the grade by filing the Student Petition Form. The Academic Standards Committee must receive the form no later than six months following the end of the course. The committee will act fairly and justly in all matters that are brought forth to them. The Committee's role is not to regrade papers.

Instructions

Student

Prior to filing the Student Petition Form, the student must follow the appropriate appeal steps below.

1. Meet with and discuss the matter with the following people:
 - Instructor
 - Associate Dean or Dean
2. The petition must specify how the published grading standards or practices have been violated using the syllabus or first-day handout as guidelines.
3. Attach the course first-day handout and any coursework or documentation that may assist the committee in its decision. Please type or print legibly.
4. Complete the section below and submit to the appropriate Associate Dean or Dean.

Associate Dean/Dean

1. Attach your comments and rationale to this petition.
2. Submit the petition to the Standards Committee Chairperson prior to a meeting (dates are posted on the intranet under Resources/Curriculum Warehouse/Standards Committee/Meeting Dates).
3. Attach the instructor's comments and/or rationale.

To be completed by the student.

Name _____ **Macomb Student ID** _____

Course _____ **Section** _____ **Semester/Year** _____

Campus _____ **Instructor** _____

Please use this space to state your concerns. Attach additional pages, if necessary.