

McKendree University
Challenges to Academic Decisions

Preliminary Step: Read the Undergraduate Catalog procedure for Challenges to Academic Decisions (either on the web page: <https://www.mckendree.edu/offices/academic-records/grade-challenges.php> or in the catalog: <https://www.mckendree.edu/academics/info/course-catalogs/undergraduate.php>).

I have read the catalog policy: Student signature: _____ Date: _____

Step 1: Contact and hold a personal conference with the appropriate faculty member involved no later than twenty-one (21) calendar days after the first class day of the next semester (at the off-campus centers, ten (10) calendar days after grades are received) to see if the problem(s) can be resolved.

I held a personal conference with [name of instructor] _____

Date the conference was held: _____

If you did NOT meet with the instructor, please explain why:

Step 2: If the problem(s) cannot be resolved through Step 1, submit a written explanation of the problem to the chair of the appropriate division or school within fifteen (15) calendar days following the completion of Step 1.

I contacted [name of division chair] _____

Date you contacted them: _____

If you did NOT contact the division chair, please explain why:

Step 3: If the problem cannot be resolved through Step 2, submit this completed form and a written petition to Dr. Tami J. Eggleston, Provost and Dean of the University, within fifteen (15) calendar days following completion of the previous steps.

Student signature: _____ Date: _____