



## Student Appeal/Grievance Form

### I. Contact information

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Telephone Numbers \_\_\_\_\_  
Home Work Cell

Email address \_\_\_\_\_

Academic Program \_\_\_\_\_

### II. Appeal/Grievance

Appeals must be filed according to the guidelines and timelines set forth in the applicable graduate or undergraduate student appeal process.

Generally, an appeal or grievance meets one or more of the following objectives:

- To bring new information that might not have been available or previously considered.
- To protest a procedural error or inconsistency in the appeal process.
- To question the appropriateness of a decision.

To complete the appeal process

1. Review the objectives above and write a letter or email that states clearly in the opening paragraph the reason(s) you believe an appeal is warranted. Use the following paragraph(s) to expand or substantiate the reason(s) for the appeal or grievance, including a summary of any evidence you would like to be considered in the review process. Attach this document to this form.
2. Attach any supporting documentation (e.g. letter from a medical professional) that may be supportive.
3. *Current graduate and undergraduate students.* If you are presenting a Step 3 appeal under the Graduate Student Appeal Process/Grievance Procedure or you are an undergraduate student appealing a dismissal decision, indicate whether you would like to present your appeal in person, and whether or not you wish to have someone present with you. If you wish to present your appeal in person, please note that you will need to comply with the appeal meeting time that is set by the personnel considering your appeal.

\_\_\_ I would like to request to present my appeal in person.

\_\_\_ I would like to have someone present with me at my presentation.

The name of this person is \_\_\_\_\_

4. Submit the complete form to . . .
  - the Vice President for Academics for academic issues. (wiechmjf@mlc-wels.edu)
  - the Vice President for Academics for admissions issues. (wiechmjf@mlc-wels.edu)
  - the Vice President for Administration for financial issues. (schmudsd@mlc-wels.edu)
  - the Vice President for Administration for discipline issues. (schmudsd@mlc-wels.edu)

*By signing below, I certify that the facts set forth in this form and its attachments are true and complete, and I authorize investigation of the statements I have made.*

\_\_\_\_\_  
Student/Applicant signature

\_\_\_\_\_  
Date

Student ID Number (current student) \_\_\_\_\_