



Note: Informal resolution is encouraged but does not extend any deadlines in the Policy FLDB(LOCAL), except by mutual written consent.

STUDENT COURSE GRADE COMPLAINT FORM — LEVEL ONE

To file a formal course grade complaint, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. mail to the appropriate instructional dean within the time established in Policy FLDB(LOCAL). All course grade complaints will be heard in accordance with Policy FLDB(LOCAL) or any exceptions outlined therein.

1. Name: _____

2. Address: _____

Telephone number: _____

MC E-mail address: (required) _____

(All email communications will be through the student's MC email account.)

3. Course (Prefix and Number, e.g. ENGL 1301): _____

Instructor: _____

Term and Year: _____

4. Following the provisions Policy FLDB(LOCAL), I appeal the grade of _____ received in the course cited above.

I allege that the course grade complaint is based upon the following rationale: (Check one or more of the following that apply.)

- The grade was assigned in an arbitrary and capricious manner. ("Arbitrary and capricious grading" is defined as: A final course grade assigned on some basis other than performance in the course; or a final course grade assigned by resorting to unreasonable standards different from those that were applied to other students in that course; or a final course grade assigned by a substantial, unreasonable, or unannounced departure from the faculty member's previously articulated grading standards.)
- The course grade did not adhere to grading standards prescribed in the course syllabus.
- The instructor made an error in the course grade calculation or reporting.
- A clerical error was made in the transmittal of a final course grade to the registrar's office or by the registrar's office.

5. Statement explaining your position in the grade dispute:

6. Describe the outcome you seek for this complaint:

7. Please describe any efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and whom you communicated with regarding your concerns.

Signature of complainant: _____

Date of filing: _____

Complainant, please note:

A course grade complaint form that is incomplete in any material way may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the grade appeal; if unavailable when you submit this form, they may be presented no later than the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.



LEVEL TWO APPEAL NOTICE

To appeal a Level One decision, or the lack of a timely response after a Level One conference, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. mail to the Vice President of Instruction within the time established in Policy FLDB(LOCAL). Appeals will be heard in accordance with Policy FLDB(LOCAL) or any exceptions outlined therein.

1. Name: _____

2. Address: _____

Telephone number: _____

MC E-mail address: (required) _____

(All email communications will be through the student's MC email account.)

3. Who held the Level One conference? _____

Date of conference: _____

Date you received a response to the Level One conference: _____

4. Please explain specifically how you disagree with the outcome at Level One.

5. Attach a copy of your original Level One complaint and any documentation submitted at Level One.

6. Attach a copy of the Level One response being appealed, if applicable.

Signature of complainant: _____

Date of filing: _____

Complainant, please note:

An appeal form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a complaint or appeal.

Please keep a copy of the completed form and any supporting documentation for your records.



LEVEL THREE APPEAL NOTICE

To appeal a Level Two decision, or the lack of a timely response after a Level Two conference, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. mail to the College President or Designee within the time established in Policy FLDB(LOCAL). Appeals will be heard in accordance with Policy FLDB(LOCAL) or any exceptions outlined therein.

1. Name: _____

2. Address: _____

Telephone number: _____

3. MC E-mail address: (required) _____

(All email communications will be through the student's MC email account.)

4. Who held the Level Two conference? _____

Date of conference: _____

Date you received a response to the Level Two conference: _____

5. Please explain specifically how you disagree with the outcome at Level Two.

6. Attach a copy of your original Level Two grade appeal and any documentation submitted at Level Two.

7. Attach a copy of the Level Two response being appealed, if applicable.

Signature of complainant: _____

Date of filing: _____

Complainant, please note:

An appeal form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a complaint or appeal.

Please keep a copy of the completed form and any supporting documentation for your records.



LEVEL FOUR APPEAL NOTICE

To appeal a Level Three decision, or the lack of a timely response after a Level Three conference, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. mail to the College President or designee within the time established in Policy FLDB(LOCAL). Appeals will be heard in accordance with Policy FLDB(LOCAL) or any exceptions outlined therein.

1. Name: _____

2. Address: _____

Telephone number: _____

MC E-mail address: (required) _____

(All email communications will be through the student's MC email account.)

3. Who held the Level Three conference? _____

Date of conference: _____

Date you received a response to the Level Three conference: _____

4. Please explain specifically how you disagree with the outcome at Level Three.

5. Do you want the Board to hear this appeal in open session? Yes No

If so, the Board will consider your request; however, you may not have a legal right under the Texas Open Meetings Act to require a meeting in open session.

6. Attach a copy of your original Level One complaint and any documentation submitted at Level One and a copy of your Level Two and Level Three appeal notices.

7. Attach a copy of the Level Three response being appealed, if applicable.

Signature of complainant: _____

Date of filing: _____

Complainant, please note:

An appeal form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a complaint or appeal.

Please keep a copy of the completed form and any supporting documentation for your record