

**ACADEMIC APPEALS COMMITTEE  
REQUEST FOR HEARING FORM**

This form is for student grade appeals submitted to the Office of the Provost to appeal a course grade and/or suspension from an academic program in the below instance:

1. The student has not been evaluated according to the same criteria as his or her classmates, OR
2. An error has been made in grading and/or posting.

Use of this form applies only after a student has consulted the instructor of the course and appealed to the dean of the college per the Appeal of Course Grade Checklist. Should the appeal not be disposed of by the dean of the college in a manner satisfactory to the student, the appeal may be presented to the university's Academic Appeals Committee.

To obtain a hearing before the Academic Appeals Committee of your appeal of grade and/or suspension from an academic program:

1. Fill out student's general information.
2. Fill out section 1 or section 2 below; may fill out both sections if have reason to do so.
3. Include a copy of the course syllabus with this form.
4. Submit all forms to the Provost's Office in Hardin 114 or to [melissa.boerma@msutexas.edu](mailto:melissa.boerma@msutexas.edu).

**STUDENT'S GENERAL INFORMATION:**

Date:

Student Name:

Mustang ID#:

Mailing Address:

Phone:

Email:

Course Name:

Course Number:

## **SECTION I**

Explain clearly and completely how you were evaluated according to different criteria than your classmates. Attach extra paperwork, if necessary.

## **SECTION 2**

Explain clearly and completely what error was made in grading and/or posting. Attach extra paperwork, if necessary.