

**McKendree University**  
Challenges to Academic Decisions

**Preliminary Step:** Read the Graduate 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/graduate.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:

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

I contacted [name of program director]: \_\_\_\_\_

Date you contacted them: \_\_\_\_\_

If you did NOT contact the program director, please explain why:

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**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: \_\_\_\_\_