



How to use Student Academic Complaint Form

IMPORTANT: Before you proceed to fill out the Student Academic Complaint Form on the next page, please visit [Resolving Dispute](#) Flowchart on McGill's website to understand relevant university policies and regulations. Please also note that this Student Academic Complaint Form should **exclusively** be used for issues that are addressable within the semester. For more general comments about a course (structure, teaching methodology, etc.), please reserve your suggestions for Minerva course evaluation at the end of each semester or the feedback session at the end of every school year. Here are some possible scenarios where you may use this form to address your concerns:

- Evaluations not graded within a reasonable amount of time
- Review of graded assessments during the semester
- Explanation for grade breakdown
- Concerns with laboratory teaching assistants and/or their grading
- Course structure deviates from what is detailed in the syllabus
- Instructor's frequent absence from class

In addition, we strongly recommend that you go talk directly to the faculty member about your concerns in person before starting to fill out the form. If your concerns are not resolved after your communication with the faculty member, proceed to complete the following form and send it to the Director of Undergraduate Studies Dr. Sam Sewall at Samuel.Sewall@McGill.ca or Departmental Chair Prof. Dima Perepichka at Dmytro.Perepichka@McGill.ca.

If you have any questions regarding the Student Academic Complaint Form, please contact VP Academic of Chemistry Undergraduate Student Society at mcgill.chemistry@gmail.com.



Student Academic Complaint Form

Student Name:

Student ID:

Complaint Regards Course and Section:

Term:

Instructor's Name:

1. Did you discuss the complaint with the appropriate faculty member?

Yes

No

On what date and where?

2. Describe the outcome:

3. Is your complaint resolved? If not, describe why.

Yes

No



Student Academic Complaint Form (Cont.)

Student's Written Description of the Complaint

Please carefully answer all of the following questions since your responses will determine the disposition of your complaint.

Clearly describe your concerns.

Clearly describe the events that led to your concerns.

Clearly state what you seek as a resolution to your concerns.

Clearly state why you feel you are justified to get the desired resolution.