



Filing an Academic Complaint

IMPORTANT: Before you proceed to fill out the CUSS Academic Complaint Form on the next page, please see the [Resolving Dispute Flowchart](#) on McGill's website to understand relevant university policies and regulations. Please note that this Student Academic Complaint Form should be used **exclusively** for issues that are addressable within the semester. For general comments about a course (structure, teaching methodology, etc.), please reserve your suggestions for the Mercury course evaluations at the end of each semester or the feedback session at the end of the academic year.

With that said, here are some possible scenarios where you may use this form to address your concerns:

- Evaluations not being graded within a reasonable amount of time
- Denied access to review graded assessments
- Denied of a requested grade breakdown
- Concerns regarding 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 instructor/professor/faculty member about your concerns before filling out this form. If your concerns remain unresolved, then proceed to complete the following form and send it to the Director of Undergraduate Studies: Dr. Samuel Sewall at samuel.sewall@mcgill.ca or the Departmental Chair: Prof. Dima Perepichka at dmytro.perepichka@mcgill.ca.

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



Student Academic Complaint Form

Student Name:

Student ID:

Course and Section:

Term:

Instructor's Name:

Did you discuss the complaint with the appropriate faculty member?

Yes

No

Name of faculty member:

Date of the meeting:

Describe the outcome of this meeting:



Student Academic Complaint Form (Cont.)

Clearly describe 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.