



Women's Institute of Torah Seminary
MAALOT BALTIMORE
ACADEMIC GRIEVANCE FORM

Student Name	Today's Date	Academic Year
Mailing Address - City/State/Zip		Email Address
Home Telephone Number	Student Cell Number	

Please note that before a formal Academic Grievance Form can be filed, you (the student) must attempt to resolve the dispute informally. If you are appealing a grade, you must contact the instructor who assigned the grade and discuss your objection with him/her before filing this appeal.

For all other academic grievances, you must contact the person(s) responsible for the decision being appealed. If you are unsure whom you should contact, consult with the person who notified you of the decision.

A. FOR GRADE APPEALS

Course Number: _____

Course Title: _____

Fall/Spring/Year Course: _____

Instructor: _____

B. FOR ALL OTHER ACADEMIC GRIEVANCES

Briefly describe the decision being appealed: _____

Date of Decision: _____ Note: Attach notification - if written/emailed.

Person who made decision: _____

Title/Position: _____

I am appealing this grade/decision because I believe that it is

- Erroneous.
- Based on capricious or prejudicial evaluation of my work.
- Based on inconsistent or inequitably applied standards for evaluation.

Note: These are the only three justifications that may be given for an academic grievance or a grade appeal. In order for a grievance to be filed, one or more of the boxes above must be selected.

Student Signature: _____ **Date:** _____