



Office of the Ombudsperson
234 Founders Hall
700 East Seventh Street
Saint Paul, Minnesota 55106-5000
Phone: 651-793-1560

Academic Appeal / Request for Ombudsperson Assistance

Who needs to use this form?

Current and former students who wish to solicit the help of the student Ombudsperson. This form is also for current students who feel that they were evaluated unfairly by an instructor and wish to file an Academic Appeal.

Important Notes

Appeals Process: Review the procedures and regulations that govern the appeals process online at: www.metrostate.edu/msweb/pathway/gateway/acad_appeals.html

How to Submit

Complete Sections 1, 2, 3 and submit this form, along with any documentation, to the Ombudsperson by mail or in-person.

Section 1 - Student Information

Name: Last First Middle

Address: Street City State Zip

Metropolitan State student ID: E-mail address: @

Phone (with area code): (H) () - (W) () - (C) () -

Gender: Male Female Status: Undergraduate Graduate Non-degree seeking Affiliation: Current Former Part-time Are you a U.S. citizen? Yes No If NO: type of visa: F1 Other (Staff: Check with International Student Services)

Advisor: Name Faculty College

What course are you disputing?

Have you discussed this matter with Metropolitan State offices/individuals other than the Ombudsperson? Yes* No

*If yes, who?

How did you hear about the Office of the Ombudsperson?

Section 2 - Reason for Assistance

Please complete a brief outline of your reasoning for requesting assistance from the Ombudsperson (use additional pages if necessary and attach any appropriate documentation). You may leave this section blank until you discuss your situation with the Ombudsperson.

Blank lines for reasoning for assistance.

I authorize the Ombudsperson to access my record and other Metropolitan State representatives about my concern: Yes No

Section 3 - Signature

I certify that the information I have provided is accurate and true to the best of my knowledge, and I acknowledge that providing misleading information is a violation of the Student Conduct Code, University Policy #1020, and may result in disciplinary action.

Signature: Date: MM / DD / YYYY