

Department of Economics Undergraduate Studies  
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## **ACADEMIC COMPLAINT**

This form may be used to submit a complaint about a course or examination in the Economics program. This form is NOT to be used to submit an appeal. The difference between a complaint and an appeal is that a complaint is intended to report a problem or issue regarding a course, examination, or program, but does not seek to change an individual student's mark, entry into a program, or progression in a program. If you are seeking such a change, please use a different form specifically for academic appeals. Also, please consult the current Western University Academic Calendar under "Academic Rights and Responsibilities."

### **Instructions:**

- ❖ Complete the cover page and use the space indicated to write your letter of complaint.
- ❖ If possible complete electronically (using "Fill & Sign" option in Adobe Acrobat). Alternatively, print and fill out by hand.
- ❖ Email to [econugrd@uwo.ca](mailto:econugrd@uwo.ca). Alternatively, submit your appeal to the Undergraduate Coordinator in Room 4075.

Western University Department of Economics  
Academic Complaint: Cover Letter

Surname	Given Name	Student Number	Phone Number	Western email address
Street	City	Province	Country	Postal Code
Instructor's Name: (if relevant)		Course Number and Section: (if relevant)		

I hereby certify that the information given in my complaint is true and complete, to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Western University Department of Economics

## Letter of Complaint

Write your letter of complaint in the space below. If you need more space, you can continue onto additional pages.

In the letter you should answer the following questions:

- ❖ Why am I submitting the complaint?
- ❖ What are the grounds of my complaint?
- ❖ What are the facts surrounding my complaint? Please be as specific as possible.
- ❖ Is there any documentation or evidence available to substantiate the complaint? If so, explain the documentation/evidence and submit the documentation/evidence together with this complaint letter.

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