

ACADEMIC APPEAL FORM

This form is to be used in conjunction with <u>WGTC Academic Appeal Procedure 6.5.1p.L2</u>. As noted in this procedure, students must first discuss any academic action with the instructor.

I. Student Section

Instructions: Student will complete this part of the appeal form and deliver it with copies of all materials relevant to the appeal to the instructor within ten business days from the date the student learned or reasonably should have learned of the grade. Appeals may not move forward without complete documentation and discussion with the instructor. Students must file a written appeal with the instructor within ten business days from the date the student learned or reasonably should have learned of the grade or other action complained of. If the appeal is for a final grade, the student should complete the appeal within the first two weeks of the semester following the term in which the grade is questioned.

| Student's Name: | | Today's Date: |
|---|-------------------|---|
| ID#: | | |
| WGTC Email: | | _ |
| Local Phone/Cell Phone: | | _ |
| Course Title: | CRN#: | Instructor: |
| Semester & Year: | | |
| Explain below (or in attached Word docattach any pertinent documentation to | support the appea | • |
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| Please explain below, in detail, your preferred outcome of this appeal. | | |
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| II. Instructor's Section Instructions: The instructor will review the materials submitted by the student, consult with the student as needed, and then complete this section. The instructor will determine whether a grade change is warranted within three business days. | | |
| Date appeal form received by Instructor: | | |
| Appeal upheld | | |
| Appeal denied | | |
| Instructor's Comments (attach additional documents as needed): | | |
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| Instructor's signature Date | | |
| Decision communicated to student in personby letterby email | | |
| Date decision communicated to student: | | |

If the consultation with the instructor does not resolve the appeal, a student may appeal to the Dean of Academic Affairs and/or designee by filing a written request for review via an online form (Maxient Appeal Form Link). This request for review must be filed within twenty business days from the date the student learned or reasonably should have learned of the grade or other action complained of. The Deans and/or director will report the results of the review to both the student and the instructor within five business days.

| has been dismissed for reasons such as clinical violat | , , |
|--|------|
| Dean or designee will decide if the student remains in | · |
| | |
| Student's signature or attached email of consent | Date |