



Academic Appeals Form

This form, along with a statement and documentation from the student, should be submitted to the instructor for review, with a duplicate to the Dean of Students.

_____ First Name	_____ Last Name	_____ LoLA Number
_____ CRN Number	_____ Course Prefix	_____ Course Number
_____ Campus	_____ Major	_____ Semester

Level 1: Instructor Review

I have discussed this appeal with the student and have reached the following determination after full consideration (please type and attach any additional comments to this form):

- ☐ The original grade or suspension is fair, accurate, and final.
- ☐ An error may have occurred, and I recommend a change from _____ to _____ and I will submit a Grade Change Form to Student Affairs.

Instructor Signature

Date

Level 2: Campus Dean Review

I have reviewed this appeal and make the following determination (please type and attach any additional comments to this form):

- ☐ I concur with the findings of the instructor.
- ☐ I disagree with the findings of the instructor.

Campus Dean Signature

Date

Level 3: Academic Affairs Committee Review & Hearing

If the final grade dispute is not resolved at Level 2 and the student wishes to pursue the appeal, the Campus Dean submits the student's written challenge to the **Dean of Students**, attaching documentation. The student will be contacted by the Dean of Students and schedule a hearing before the Academic Appeals Committee.

The Academic Appeals Committee's final decision including recommendations is recorded in the Committee Minutes.