

**ACADEMIC CHALLENGE/APPEAL FORM**

Student Name:  Student ID #:

E-mail address:  Telephone:

Mailing address:  City:

State:  Zip Code:

**\*\*\*ACADEMIC CHALLENGE/APPEAL INSTRUCTIONS\*\*\***

**You must attach to this form** a concise statement as to why you believe you are entitled to the action requested. You should give details about attempts thus far to resolve this issue. Attach copies of any relevant documentation that supports your request. *Note: Academic challenges/appeals are not used for financial aid appeals or refund requests.*

**CHALLENGES:** The challenge of a final grade should be discussed with the instructor first. If the dispute is not resolved, the instructor should complete this form and forward it to the division dean with a statement documenting the decision.

**APPEALS:** For a final grade change to a “W,” you may pursue an academic appeal (see “Academic Appeal” section below) and request a review by the Academic Appeals Committee. For academic suspensions, you may pursue an academic appeal.

**NOTE:** The submission of a challenge and/or an appeal does not guarantee that your request will be approved.

**ACADEMIC CHALLENGE** -----

**FINAL GRADE** Request grade be changed from  to   
Course & Section:  Semester/Year:

**Academic Challenge Review:**

*I have met with the student and have reviewed this request. I deny the challenge and have attached a statement explaining my decision. This matter should be forwarded to the Division Dean.*

Instructor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have met with the student, and reviewed the student and instructor’s statements, grade book, syllabus, and any supporting documentation provided. In case of final grade recalculation, I have ensured a third-party recalculation has been conducted.*

- I grant the request and will take the following action: \_\_\_\_\_
- I deny the request for the following reason: \_\_\_\_\_
- I deny the request because the student has initiated the challenge after the deadline.

Division Dean’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACADEMIC APPEAL** -----

*Indicate Type of Appeal:*

- FINAL GRADE CHANGE TO “W”**
- ACADEMIC SUSPENSION** (I understand an academic appeal for an academic suspension goes directly to the Registrar’s Office.)

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_