



Academic Appeal Procedure

Any student wishing to appeal the final grade received in any course may do so according to the following procedure:

1. Collect all tests, assignments, class notes and other relevant materials and request a conference via email or letter with the instructor of the course in question. The same materials collected must be presented at each stage of the appeal process, with no addition or omission of items.
2. Complete and sign the Academic Appeal Form and submit form and everything listed in step 1 to the instructor to begin the appeal process.
3. If not satisfied with the decision of the instructor, the student has 10 business days to appeal via email or letter to the instructor's Division Chair or Program Coordinator (see listing in College Personnel section of the [NCTC Catalog](#)). All tests, assignments, class notes and other relevant materials collected in step 1 must be presented to the Division Chair or Program Coordinator.
4. If not satisfied with the decision of the Division Chair or Program Coordinator, the student has 10 business days to appeal via email or letter to the [Academic Appeal Committee](#). All tests, assignments, class notes and other relevant materials collected in step 1 must be presented to the Committee.

Grade appeals may only be considered if the procedure has been followed explicitly in the order outlined above. The grade appeal process must be initiated by the end of the sixth week of the next long semester. For more information students can consult Board Policy FLD (Local).



Academic Appeal Form

Date: _____

Student Name: _____

Student ID: _____ Phone: _____

Email: _____

Course: _____ Section: _____ Term: _____

Instructor: _____ Grade Received: _____

State reason for appeal:

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____
		Student Signature	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____
		Faculty Signature	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____
		Division Chair Signature	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____
		Academic Appeal Committee Chair Signature	Date