

Academic Appeal

Name: _____ Date: _____

Student ID Number: _____

Current Address: _____

Best way to be contacted (telephone number or email): _____

CRN and Name of Course: _____

Name of Instructor: _____

Semester: _____

Step 1: The complaint should be brought to the **instructor's attention** before the end of the semester in which the situation occurred. In any case the complaint must be brought to the attention of GNTC faculty before the beginning of the next academic session. If the student's complaint is regarding the final grade awarded for a particular course, then the student must initiate the grade appeal process, in writing, no later than the end of the third week of the subsequent semester for which the grade was earned. Failure to lodge a complaint in a timely fashion may preclude the student from filing said complaint at a later date.

Date Instructor was Notified of Complaint: _____

Once a student has notified the instructor of the complaint the instructor has five (5) business days to reply in writing. This reply should list the student's original complaint and the solution offered by the instructor.

Step 2, if needed: To appeal the instructor's decision to the dean, this appeal form must be received by the dean within ten (10) business days after the failure to receive satisfaction from the instructor.

In the space below, describe the complaint and decision offered by the instructor (use additional sheets if necessary): A written description of the incident, including all pertinent details and all documentation including a copy of the written response by the instructor, must be given to the dean.

Signature of Student

Signature of Dean and Date Form was Received

Once the dean receives the formal complaint, he/she has seven (7) business days to reply in writing to the student.

Step 3, if needed: If the student is still not satisfied with the results of the complaint he/she has ten (10) business days from the time of the receipt of the decision in which to file a written appeal with the vice president of academic affairs at GNTC. The decision of the vice president of academic affairs is final.