

Please explain below, in detail, your preferred outcome of this appeal.

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):

Instructor's signature

Date

Decision communicated to student ___ in person ___ by letter ___ by 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.

For most cases, students will remain in class during the appeal process. However, if the student has been dismissed for reasons such as clinical violations or student behavior, the Academic Dean or designee will decide if the student remains in class on an individual basis.

Student's signature or attached email of consent

Date