



The purpose of the Academic Appeal procedure is to serve the needs of students who have met with their instructor regarding an academic dispute and feel it is unresolved.

The Academic Appeal must be submitted within 30 days of the incident in question. The burden of proof rests with the student.

Date _____ Student Name _____
(Please Print)

Student Signature _____

Subject and Course Number _____ Course Reference Number _____

Course Title _____

Semester and Year Course was Taken _____

Faculty Name _____

Date(s) of communication with faculty member

(Attach all available documentation.)

The appeal must (1) state specific reasons for the appeal and give examples of faculty prejudice or caprice and (2) show that prejudice or caprice affected the awarding of the final course grade. **All supporting documentation must be included with the appeal.**

If you have any questions about the Academic Appeal process or the policy, please refer to the College Catalog, [Academic Appeals Policy](#)

Submit this form and all supporting documentation to the instructor first. If a resolution is not agreed upon, the appeal, all documentation and the instructor's response, should be forwarded to the Student Success Committee Chairperson at missy.edens@millardcollege.org.

Students should keep a copy of this form and all documentation and attachments for their records.

Appeal Form Received by:

Name Title Date

1/30/2022o