



## Academic Appeals

The purpose of the appeal procedure is to serve the needs of students. The appeal must be submitted within 10 days of the incident in question. The burden of proof rests with the student.

Date \_\_\_\_\_ Student Name \_\_\_\_\_  
(Please Print)

Student Signature \_\_\_\_\_

Course Number and Title \_\_\_\_\_

Semester and Year Course was Taken \_\_\_\_\_

Name of the Faculty Member \_\_\_\_\_

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 appeal process, please refer to the Course Catalog, Academic Appeals Policy.

Submit this form and all supporting documentation to the instructor first. If a resolution is not agreed upon, all documentation and the instructor's response, and academic appeals should be forwarded to the Student Success Committee.

Att: Chairperson Kaylyn Stewart [kaylyn.stewart@millardcollege.org](mailto:kaylyn.stewart@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

04/21/25