

# STUDENT APPEAL FORM

*Appeals will only be accepted within 2 years from when you took the course for which you are appealing.*

PLEASE PRINT

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Student ID B# \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Course (s) Appealing: \_\_\_\_\_

Instructor(s) Name: \_\_\_\_\_ Term: \_\_\_\_\_

Check box if receiving VA benefits.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please read both sides of this form carefully and follow the procedures in the order they are listed.***

All appeals must be accompanied by full documentation (i.e. schedule, billing statement, physician's note, employer letter, etc.) justifying the student's request. These procedures must be followed before an appeal may be submitted.

**Incomplete appeals will be returned to the student for completion.**

There are two types of appeals. Determine which best describes your circumstances (situation) and follow the procedures for that type of appeal.

- I. **Academic Appeal:** Issues with the instructor, classmates, course content and/or delivery, grades, etc. Complete Steps 1 and 2.
- II. **Administrative Appeal:** Issues with the administration, registration, late withdrawals due to medical problems, or other extenuating circumstances (documentation required). **Complete the appeals process with Steps 1.**

The Associate Provost/Dean will notify you in writing of his/her decision. If not satisfied with the resolution, you may request in writing, through the Associate Provost/ Dean's office, a review by the Associate Provost/Dean's immediate supervisor. The request must be received within ten days of student notification of the resolution and must contain additional documentation that is pertinent to the appeal. The decision of the Provost or supervisor is final.

If you feel that the established procedures were violated, you may request an administrative review by the Vice President of Academic & Student Affairs/CLO. This is NOT a re-trial of the incident, but a procedural review. The request for administrative review must be made in writing through the Associate Provost/Dean's immediate supervisor within five days of receiving notification of the resolution. The decision of the Vice President is final.

1. I am requesting (be specific): \_\_\_\_\_

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2. My reason(s) for making this request (be specific): \_\_\_\_\_

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**Attach additional pages if necessary. Consult student handbook for additional information.**

Meet with the instructor and attempt to resolve the issue. If appeal for grade change is approved, submit the Grade Change Form through regular channels **Request Approved**  **Request Denied**

Instructor Signature and Date: \_\_\_\_\_

Meet with the department chair on the same campus. If appeal for grade change is approved, submit the Grade Change Form through regular channels. **Request Approved**  **Request Denied**

Department Chair/Program Manager Signature and Date: \_\_\_\_\_

For all appeals that cannot be resolved at the instructor or department chair level, submit this Student Appeal Form, with full documentation attached, to the Campus Associate Provost or Dean for review. **Request Approved**  **Request Denied**

Campus Associate Provost/Dean Signature and Date: \_\_\_\_\_

RESOLUTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Eastern Florida State College is dedicated to providing a nondiscriminatory environment which promotes equal access, equal educational opportunity and equal employment opportunity to all persons regardless of age, race, national origin, color, ethnicity, genetics, religion, sex, gender preference, pregnancy, disabilities, marital status, veteran status, ancestry or political affiliation in its programs, activities, or employment.**

<p><b>Inquiries regarding the College's nondiscrimination policies may be directed to:</b></p> <p>Ms. Darla Ferguson, Chief Equity and Diversity Officer Cocoa Campus, Building 2, Room 103 1519 Clearlake Road, Cocoa, FL 32922 Phone: 321-433-7080 E-mail: <a href="mailto:fergusond@easternflorida.edu">fergusond@easternflorida.edu</a></p> <p><b>OR</b></p> <p>Lt. Mark Renkens, Security &amp; Title IX Compliance Coordinator Melbourne Campus, Bldg. 10, Rm. 215 3865 North Wickham Road, Melbourne, FL 32935 Phone: 321-433-7180 Fax: 321-433-5026 <a href="mailto:renkensm@easternflorida.edu">renkensm@easternflorida.edu</a></p>	<p><b>Inquiries regarding veterans' programs may be directed to:</b></p> <p>Military &amp; Veterans Service Center Student Services Center/Administration Building 1, Room 140 3865 N. Wickham Road, Melbourne, FL 32935 Phone 321-433-7880</p> <p><b>OR</b></p> <p>Military &amp; Veterans Service Center Ralph M. Williams Student Center, Building 11, Room 113 1519 Clearlake Road, Cocoa, FL 32922 Phone: 321-433-7880</p>
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