

## STUDENT APPEAL FORM

**Procedure:** Students wishing to appeal a college decision or an exception to an Eastern Gateway Community College policy, should complete this form and submit it to the office as indicated below. For **each subsequent appeal**, please provide a copy of the **written decision from each level before it**. Please see page 3 for detailed instructions.

All fields are required.

Name:	Student ID:
Street Address:	Phone:
City/State/Zip:	Program:
Email Address:	Semester Appealing:
Today's Date:	

Academic Appeal for:

Type of Appeal-Choose <b>ONLY ONE</b>	
Below, are the Levels of Appeal for each type of appeal. Please indicate the date submitted and attach the written response from that level if you choose to move forward to the next level. Each level of appeal must accompany the written decision of the appeal below it. It is the student's responsibility to provide this information. <b><i>Students MUST start at level 1, they cannot start at the 2<sup>nd</sup> or 3 level.</i></b>	
<input type="checkbox"/> <b>Termination</b> for any reason)  <b>Please attach a copy of the official notification from the college indicating that you have been terminated.</b>	<b><i>Date of discussion and outcome of the discussion</i></b> Program or major name: _____  Level 1: Program Director (if there is one) _____ OR Discussion with Financial Aid _____ (if Level 1: <b>termination for Student Academic Progress</b> ) Level 2: Division Dean (if academic) _____ Level 3: Provost Office _____
<input type="checkbox"/> <b>Probation</b> – increase from ___ credits to ___ credits	Level 1: Discussion with Financial Aid _____ Level 2: Division Dean's Office _____ Level 3: Provost Office _____
<input type="checkbox"/> <b>Grade Appeal</b> – This form must be submitted within <b>10 days of the term</b> posting date (the end of the term or semester). The student must <b>first discuss with the instructor who assigned the grade and must provide that decision FROM the instructor in writing if submitting to the 2<sup>nd</sup> level.</b>  Course Name and number: _____ Section #: _____ Instructor's Name: _____ Semester AND Year: _____	Level 1: Instructor _____ Level 2: Program Director (if there is one) _____ Level 3: Division Dean _____ Level 4: Provost Office _____
<input type="checkbox"/> <b>Tuition and Fee Refund for ___ credits from the ___ semester and ___ year.</b> After the refund period, as outlined in the current catalog, full or partial tuition and fee refunds are not made unless there are extreme extenuating circumstances. These circumstances must be documented with official paperwork. Students receiving financial aid may not be eligible for refunds based on disbursement dates each term.	Level 1: Discussion with Financial Aid _____ (Provide <b>their written response with Level 2 appeal)</b> Level 2: Provost _____
<input type="checkbox"/> <b>Late Withdrawal</b> –  <b>*If you received financial aid, please check with the financial aid office before turning in your appeal. Note that even an approved late withdrawal may create a required repayment of financial aid.*</b>	Level 1: Discussion with Financial Aid _____ (Provide <b>their written response with Level 2 appeal)</b> Level 2: Registrar's Office _____ (Provide their <b>written response with Level 3 appeal)</b> Level 3: Provost _____
<input type="checkbox"/> <b>Other:</b> please explain in detail in your attachment.	Level 1: Discussion with Financial Aid _____ Level 2: Provost _____

**Please attach a detailed statement of your request to this Academic Appeal Form.**

On page 2 or a separate piece of paper, clearly state your request. Be specific about the reason for your request and state your desired outcome. Provide appropriate supportive documentation to support your appeal, such as a doctor's statement, obituary, course syllabi, graded work, emails, etc. ALSO include written responses to previous level appeals.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Official Signature/Title

\_\_\_\_\_  
Date Received

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**\*\*THIS SECTION MUST BE COMPLETED BY THE COLLEGE OFFICIAL RESOLVING THE APPEAL\*\***  
**Attach additional page if necessary**

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation:  Approve  Deny    Official Signature/Title: \_\_\_\_\_

Student Statement:

## Steps for Filing Student Appeal

### Forms

- Complete the **Appeal** form accurately, completely and neatly. ***Seek assistance from an enrollment specialist if you have any questions.***

### Written Information and Documentation

- Clearly state your request, the reason for your request, and your desired outcome.
- Briefly state what has impacted your situation. For example, if you are appealing a termination or requesting a tuition and fee refund, include information regarding any extenuating circumstances such as hospitalizations, illness, injury, or death of a relative that affected your situation.
- If you are appealing a termination, it is very important to explain what has changed and what actions you have taken so that you will be more successful if your appeal is approved.
- **It is strongly recommended that you attach documentation supporting your request.** For example, if you are appealing a termination because you were hospitalized or a family member died, attach copies of medical forms or obituary.
- In some cases, documentation of extenuating or unusual circumstances required in order to review your appeal.

### Process

- Return the completed Student Academic Appeal form and supporting documentation to the office as indicated in the table on the first page, within ten (10) calendar days from the date you were aware of the situation requiring an appeal or within 10 days of grade posting for grade appeals. Grade appeals will only be considered within 10 days of when the grade was earned.

### Due Process

- The appropriate first-level department administrator will review the information and provide a written response within (10) business days. Under no circumstances will the second or third level review occur until the first level(s) has occurred and has been documented.
- For second and third level appeals, the student **MUST** include a copy of the written decision of the first level(2). The decision of the Provost is the final level of review and the Provost's decision is final.

Additional information regarding appeal processes may be found in the policies at [www.egcc.edu](http://www.egcc.edu) by selecting Future Students, College Catalog, select current catalog year, search on following topics:

Appeals Process

Grade Appeal

Academic Standards

FERPA – Correction of Education Record