

## **ACADEMIC (GRADE) APPEAL FORM**

Students who receive a final academic grade that the student deems inaccurate or unjust have the right to appeal the academic decision. The Academic Appeal form will be used by students and staff to document the appeals process.

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

**Course:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

### **Level 1: Instructor Meeting**

If a student believes that an inaccurate or unjust grade has been received for a class, the student is to discuss the matter with the instructor who issued the grade or sanction. An instructor/student meeting (via face-to-face, phone, or electronic) must be requested by the student within seven calendar days after the grading day for the semester **or** within seven calendar days from when the final course grade was issued, if prior to the grading day for the semester. During this meeting, the instructor and the student will try to resolve the dispute.

**Date of Instructor Notification and Meeting Request:** \_\_\_\_\_

**Date of Instructor Meeting:** \_\_\_\_\_

If the instructor does not respond to the student request for a meeting within 7 calendar days, the student should proceed to Level 2. The student then has from the 7<sup>th</sup> day (after requesting an instructor meeting) to day 14 to move to Level 2.

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## Level 2: Dean Meeting

**It is the student's responsibility to retain the original Academic Appeal form and complete all information relevant to their appeal.**

If the student and the instructor cannot resolve the disagreement during the meeting at Level 1, the student may request a meeting with the Academic Dean. The student must submit the **Academic Appeal Form** within seven calendar days after the instructor/student meeting. Once submitted to the Academic Dean or their designee, a meeting should occur within seven calendar days.

Documentation for appealing the decision at Level 1 is required and mandatory in order to proceed to Level 2 and must be based on the following criteria (check those that apply).

- The instructor miscalculated your grade.
  - The instructor used standards for grading your work that are different from those used to grade other students in your class.
  - The instructor made a substantial and unannounced departure from their previously stated grading criteria.
  - The instructor did not make appropriate accommodations for your documented need of such accommodations.
  - The grade is related to unethical behavior or cheating that was not substantiated or proven.
  - The instructor failed to respond to your request during the 7 day window.
  - Other academic circumstances (Specify)
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The Academic Dean will issue a written response, to the student and instructor, outlining their decision. This form will be signed by the Dean, and returned to the student within seven calendar days after the Level 2 meeting.

If an official NTC school shutdown occurs during the Level 2 period, the seven day clock will be suspended. The Dean will provide their written response as soon as practical after the school reopens and within the continuation of the seven day period.

If due to unforeseen circumstances, the Dean is unable to complete their review within the designated seven calendar days, they will notify the student and instructor by the seventh day and document the reason for the delay. The Dean must then complete their review and documentation in no less than an additional seven calendar days.

**Date Submitted to Academic Dean:** \_\_\_\_\_

**Date of Meeting with Academic Dean:** \_\_\_\_\_

**Academic Dean's Signature:** \_\_\_\_\_

**Date of Dean's Written Response:** \_\_\_\_\_

### **Level 3: Board of Review Meeting**

If the student is dissatisfied with the result at Level 2 **and they have additional evidence that was not previously presented at Level 1 or 2** they may request a Board of Review. The additional information regarding their appeal must be submitted within seven calendar days after the written result from Level 2 was issued.

This form, additional evidence, and all documentation must be submitted to the Vice President of Student Services. Students will be notified of whether the board of review will consider their appeal within seven calendar days of appeal form and documentation receipt. **The decision of the Board of Review is final.**

**Date submitted to Vice President of Student Services:** \_\_\_\_\_