CT STATE COMMUNITY COLLEGE

**Academic Appeal Form**
*Student Application*
*Form A*

**Submission Deadline(s):**

☐ Regular Appeal: procedure to be followed if the grade being appealed would not prevent a student from graduating, transferring, or progressing in their designated program the following semester or term. The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within ten (10) business days of the posting the official final grade. This form must be filed within twenty (20) business days of the posting the official final grade.

☐ Expedited Non-Clinical Appeal: procedure to be followed if the grade being appealed is from a non-clinical program and would prevent a student from graduating, transferring, or progressing in their designated program the following semester or term. The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within three (3) business days of the posting the official final grade. This form must be filed with the Dean within six (6) business days of the posting the official final grade.

☐ Expedited Clinical Appeal: Step One: Procedure to be followed if the grade being appealed is for a specialized course in a clinical program and would prevent a student from graduating, transferring, or progressing in their designated program the following semester or term. If no program-level appeal procedures are required for a clinical program, the grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within two (2) business days of the posting the official final grade. If the matter is not satisfactorily resolved or the instructor is not available, this form must be filed with the Dean within two (2) days of Step One.

Student Name: _____ Banner ID#: @ _____

CT State CC Email Address: _____ Phone: _____

Course Number and Name: _____ CRN: _____

Instructor/Employee: _____ Semester and Year: _____

Assigned Grade or Academic Decision to Be Appeal _____

Date of the Assigned Grade or Academic Decision to Be Appealed: _____

Explain why the assigned grade or academic decision being appealed was in violation of federal or state laws and regulations, college or department policies, accreditation standards, or the policies stated in the course syllabus. ***Upload all documentation supporting the Step 1 appeal with this form.***

State your desired outcome to this appeal.

| |
|---|
| |

**Student's Electronic Signature:** _____

CT STATE COMMUNITY COLLEGE

**Academic Appeal Form**
*Instructor Response*
*Form B*

**Submission Deadline:**

- ☐ Regular Appeal: To be considered as part of the appeal, the employee/instructor response must be received no later than the first day of the following full semester.
- ☐ Expedited Non-Clinical Appeal: To be considered as part of the appeal, the employee/instructor response must be received no later than three (3) days from the submission of the student's submission of Form A.
- ☐ Expedited Clinical Appeal: Step One: To be considered as part of the appeal, the employee/instructor response must be received no later than two days (2) from the submission of the student's submission of Form A.

Describe communication(s) with the student regarding the appealed grade or other academic decision, and explain why the assigned grade or other academic decision being appealed is NOT in violation of federal or state laws and regulations, college or department policies, accreditation standards, or the policies stated in the course syllabus.

Upload/Attach all supporting documentation (*e.g.,* relevant section of the syllabus, assignment instructions, assignment rubric) with this form.

**Instructor/Employee Electronic Signature** _____ **Date:**_____

CT STATE COMMUNITY COLLEGE

**Academic Appeal Form**
*Appeal Committee/*
*Faculty Response Form C*

**Submission Deadline**

☐ **Regular Appeal:** The committee will meet no later than ten (10) business days of the start of the next fall or spring academic semester. The recommendation of the Academic Appeals Committee is forwarded to the Campus President (or President's designee) within twenty (20) business days of the start of the semester. The student will be notified in writing of the final decision within forty (40) business days of the start of the semester.

☐ **Expedited Non-Clinical Appeal**: The expedited committee will meet no later than three (3) business days after receipt of Form B. The recommendation of the Academic Expedited Non-Clinical Appeals Committee is forwarded to the Campus President (or President's designee) within three (3) business days. The student will be notified in writing of the final decision within three (3) business days of the Campus President (or President's designee) receiving the appeals committee recommendation.

☐ **Expedited Clinical Appeal:** Step One: The expedited committee will meet no later than two (2) business days after receipt of Form B. The recommendation of the Academic Expedited Clinical Appeals Committee is forwarded to the Campus President (or President's designee) within two (2) business days. The student will be notified in writing of the final decision within two (2) business days of the Campus President (or President's designee) receiving the appeals committee recommendation.

Outcome recommended by the Academic Appeals or Clinical Appeals Committee:

| |
|---|
| |

Academic Appeals Committee Chair, Electronic Signature:_____ Date: _____

*Note:*

*A copy of the notification letter by the Campus President to the student initiating the appeal will be included in the formal appeal record.*