

Judson College Academic Appeal Form

Student Information

Please provide your name, email address and phone number

Nature of complaint (check one):

- Numerical miscalculation of student grade
- Improper academic procedures that unfairly affect the student's grade
- Failure to follow grading criteria as outlined in the course syllabus (unless an amendment to the syllabus has been previously agreed upon by the faculty member and the student)
- Sexual harassment as determined by institutional sexual harassment policy
- Application of criteria that are unrelated to academic performance, such as gender, political perspectives, race, sexual orientation, nationality, or religious views
- Other (note: the College encourages you to review the Academic Appeals policy prior to checking this category)

Description of Complaint

Include the names of the Department and Instructor(s) involved and the specific description of the alleged numerical miscalculation, the alleged improper academic procedure, the alleged failure to follow the grading criteria, the alleged sexual harassment, or the alleged application of unrelated criteria. Additional pages may be attached if necessary.

Description of Action Taken by the Student

Include a brief description of any attempts made to resolve the complaint through informal processes.

Statement of Desired Outcome

Include a brief description of the resolution you are seeking.

Student Signature

This form must be signed. It may then be scanned and submitted electronically, delivered in person, or mailed by the student filing the complaint. By signing below, you affirm that the information recorded above and on any attached sheets is true and accurate to the best of your knowledge, bearing in mind that the Judson Code is applicable.

Signature of student submitting complaint

Date of submission

All academic appeals are forwarded to the Academic Appeals Board as described in the Academic Appeals Policy found in the *Judson College Academic Catalog* and the *Judson College Student Handbook*. The decision of the Academic Appeals Board is final.