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Students may appeal the ruling of an instructor or administrator in the following areas: academic standing, reinstatement, tuition or fees, degree standing, extension of deadlines, and refunds. The student must present a written petition with full details of the student's position to Student Services. The petition will be presented to the Appeals Committee for a ruling.

Prior to making an appeal to the committee, the student must have made an attempt to solve the problem with the appropriate faculty member or administrator.

Decisions of the Appeals Committee (2 faculty members, 2 administrators) are binding. The committee may rule to change a grade only if the instructor concurs with the committee's decision.

2. Who have you spoken to about these issues? _____

3. What was the response? _____

4. Why was this response unacceptable to you? _____

5. How would you resolve this issue? (Please give a detailed answer) _____

6. I certify that all information presented on the Grievance and Appeal form is true and correct.

Signature Date