



Academic Appeal Form

Students may appeal alleged violations of their academic rights in accordance with Board Policy. Information on the procedures is located on the STLCC website at <https://www.stlcc.edu/college-policy-procedures/academic-rights-and-responsibilities/>.

Students must make a verbal or written request for a conference with the faculty member within 10 working days of an alleged violation of academic rights. In the case of a final course grade, students must make this request within 10 working days the following semester.

To facilitate this process, students should complete this form prior to meeting with the faculty member.

Student Name: _____

Student Number: _____

Preferred Telephone: (_____) _____

Student STLCC Email: _____

Course Number and Name: _____

Date of conference with faculty member: _____

Please describe the nature of this appeal:

Describe the outcome you are requesting:

Please attach the documentation that supports this appeal.

Student Signature: _____

Step 1. To be completed by the course faculty member after the conference with the student:

Following the conference with the student regarding the appeal, the faculty member will indicate the academic disposition of this discussion.

_____ No change to the existing student record.

_____ A change to the existing student record as follows:

Faculty Signature _____ date _____

Step 2. If the student is not satisfied with the outcome of the meeting with the faculty member, he/she may request in writing a meeting with the department chair or program coordinator within 10 working days. To be completed by appropriate department chair after the conference with the student:

Following the conference with the student regarding the appeal, the department chair will indicate the academic disposition of this discussion.

_____ No change to the existing student record.

_____ A change to the existing student record as follows:

Chair Signature _____ date _____

If the student is not satisfied with the outcome of the meeting with the department chair/program coordinator, he/she may pursue Step 3 of the Academic Appeal Procedure using the online system available at https://cm.maxient.com/reportingform.php?StLouisCC&layout_id=2. At this point, the appeal becomes a formal complaint that is tracked for federal reporting purposes.