

Student Instructions for Filing an Academic Appeal

Please note: An academic appeal must be submitted no later than the A15 session, or the longest session withdrawal date of the following term. The session withdrawal deadlines are listed on the term's academic calendar at fscj.edu.

Make every effort to discuss and possibly resolve this issue with your professor before submitting an appeal. If you are not able to complete the class, you should inform your instructor.

If you are receiving financial aid or VA benefits, it is your responsibility to see a Financial Aid Advisor or Military and Veterans Services Advisor to discuss possible financial implications.

An appeal must be completed for each class that is to be considered and a complete set of documentation must be attached to each appeal.

The following items MUST BE included with your request:

1. A copy of the course syllabus for each appeal.
2. Relevant Documentation:
 - a. **Withdrawal Past the Deadline Requests:** all relevant documents to support your claim, which may be one of the following:
 - i. **Hospitalization:** Copy of your hospital documentation that includes the date admitted and discharged from the hospital only. Hospital bills and other documentation are not considered to be acceptable.
 - ii. **Death in the family, one of the following (the below documentation must include relationship to the deceased):**
 1. Copy of death certificate
 2. Copy of newspaper announcement
 3. Copy of the funeral program
 - iii. **Extensive Illness:** a copy of a doctor's note to excuse you from school for an extended amount of time (must include dates of illness). The note must explain why you were not able to attend school.
 - b. **Grade Appeal Requests:** Relevant course information, which could include correspondence with the professor, graded assignments, copy of grades from Blackboard, etc.
3. The reason for your appeal. If the provided space on the appeal form is not adequate, you may write or type your reason on a separate piece of paper and attach it to the appeal.

Copies of documentation: It is the student's responsibility to make copies of all documentation to be submitted with the appeal. Documents will remain with the appeal when it is submitted and will not be returned to the student.

Date Submitted: _____ Student's Initials: _____ Advisor's Initials: _____

Academic Appeal	
Student ID: _____	Campus: _____
Name: _____	
Mailing Address: _____	
Preferred Phone: _____	
Email: _____	

Term and Year course taken: Fall Spring Summer Year: _____

Appeal Request for: Withdrawal Past Deadline
 Grade Appeal - Request to change grade from _____ to _____
 NA Issue (Never Attended Class)
 Fourth Attempt of course: _____
 Audit Grade Issue - Request change from grade to audit
 Audit Grade Issue - Request change from audit to grade

Class Number	Course	Instructor	Campus	Last Day Attended

Write a thorough narrative on a separate sheet of paper to justify your request.

Attach all supporting documents.

Appeal submitted by the A15 course withdrawl date of the following term: _____

Student's Signature: _____ Date: _____

Student is receiving:	Financial Aid and/or Scholarships	Veteran Benefits	No aid
Academic and Career Advisor: _____			
Advisor's Signature: _____			

Student ID: _____

Name: _____

For Internal Use Only

Director of Campus Enrollment or Associate Director of Academic Advising Services

Appeal submitted after deadline. Sufficient documentation attached.

Name: _____

Signature: _____ Date: _____

Comments:

Faculty

- Recommend withdrawal past deadline (W grade)
- Recommend grade change from _____ to _____
- Recommend NA (student never attended class)
- Disapproved
- Faculty member unavailable
- No recommendation

Name: _____

Signature: _____ Date: _____

Comments:

Dean

- Recommend withdrawal past deadline (W grade)
- Recommend grade change from _____ to _____
- Recommend NA (student never attended class)
- Disapproved

Name: _____

Signature: _____ Date: _____

Comments:

Student ID: _____

Name: _____

For Internal Use Only

Financial Aid

Name: _____

Signature: _____ Date: _____

Military & Veterans Service Center

Name: _____

Signature: _____ Date: _____

Registrar

Name: _____

Signature: _____ Date: _____

Bursar

Name: _____

Signature: _____ Date: _____