

Academic Appeal

Name _____ Date: _____

Student ID Number: _____

Current Address _____

Best way to be contacted (telephone number or email): _____

CRN and Name of course _____

Name of Instructor: _____

Semester _____

Step 1 The complaint should be brought to the instructor's attention before the end of the semester in

Signature of Student

Signature of Dean and Date Form was Received

Once the dean receives the formal complaint, he/she has seven (7) business days to reply in writing to the student.

Step 3 if needed: If the student is still not satisfied with the results of the complaint he/she has ten (10) business days from the time of the receipt of the decision in which to file a written appeal with the vice president of academic affairs at GNTC. The decision of the vice president of academic affairs is final.