ACADEMIC APPEALS FILING FORM

The procedure for undergraduate academic appeals is found in both the Undergraduate Catalog and the DCP Program Catalog. After studying the sections on academic appeals, please read everything on this form and complete all the required information before submitting your appeal and supporting documents. If an appeal reaches the Educational Policies and Standard Committee (EPSC), their decision is final and cannot be appealed to a higher authority.

Please type or print the information on this form. If you prefer, you may use a word processing program for parts II-VI, but please duplicate the headings on this form in the order in which they appear. If an appeal has not been resolved by a professor, department chair, or dean, after obtaining the applicable signatures, deliver the original and 4 copies of this form to the Chair of the EPSC. You may also submit your appeal electronically to the Chair of the EPSC.

Incomplete appeal forms or those submitted without necessary documentation will not be considered. Grade appeals must be submitted before the end of the next semester after the grade in question was assigned. All other appeals must be filed within 12 months after an academic decision is rendered. Students should refer to the appropriate section of the academic catalog to see whether stricter time limits apply in their programs.

If you are a traditional undergraduate student and if assistance is needed, please contact Carmen Butler, Student Appeals Advisor (cbutler@gardner-webb.edu, ext. 3980). If you are a DCP student and if assistance is needed, please contact Sara Newcomb, Student Appeals Advisor (snewcomb@gardner-webb.edu, ext. 2174).

I. STUDENT INFORMATION

Your Name ______________________________________________________________________________________
Campus Address__________________________________________________________________________________
Campus Phone __________________________________________________________________________________
Home Address ___________________________________________________________________________________
Home Phone ____________________________________________________________________________________
Gardner-Webb Email Address ____________________________@gardner-webb.edu
Student ID number _______________________________________________________________________________
Major ___________________________________________________________________________________________
Name of Your Academic Advisor __________________________________________________________________

Check the appropriate block:
[ ] Traditional Undergraduate Student      [ ] DCP Student

Student signature: ___________________________________________ Date: _____/ _____/_____

II. NATURE OF THE APPEAL

Please check the appropriate category.

[ ] transfer credit
[ ] graduation requirements
[ ] grades
[ ] other (specify) ______________________________________
III. STATEMENT OF THE PROBLEM
In the space below, describe as clearly as possible the decision/policy that you wish to appeal:

IV. DESIRED RESOLUTION
State below the way that you want your problem resolved:

V. SUPPORT FOR YOUR APPEAL
State below the reasons why the appeals committee should grant your appeal, grade appeals must include how the final grade was miscalculated or not calculated in accordance with the syllabus or how the syllabus standards were inappropriately applied:

VI. OTHER INFORMATION
Please state below any additional information that you wish the committee to know:
VII. SUPPORTING DOCUMENTS

List below the supporting documents that you are submitting with your appeal and attach the documentation to this appeal form. Students appealing a transfer credit decision should provide official evidence (e.g., photocopies of class descriptions in college catalogues or copies of syllabi from courses they have taken) to document their claims. Students appealing transfer credit decisions or graduation requirements should submit copies of their college transcripts. Students appealing grades should submit all applicable grade and/or attendance records for the course in question. Students must provide documentation to prove that, in the words of the student handbook, “there is sufficient reason to believe that a question of unfairness, rather than professional judgment, is involved.” Other documentary evidence that you think would be helpful will be considered.

SUPPORTING DOCUMENTATION

1. ____________________________________________________________

2. ____________________________________________________________

3. ____________________________________________________________

4. ____________________________________________________________

5. ____________________________________________________________

6. ____________________________________________________________

7. ____________________________________________________________

8. ____________________________________________________________
VIII. STEPS IN THE APPEAL PROCESS

Before a student submits an appeal to a higher authority, s/he must consult with others who may be able to solve the problem. To show that you have gone through the appropriate steps in trying to resolve your problem you are required to have signatures and documentation from each of the following people, verifying that each of them has discussed your problem with you and has been unable to resolve it. If the person agrees with your appeal and finds a resolution to your problem, the process ends there.

For students appealing a grade or an academic decision made in a specific course:

Course Name _____________________ Course Number ________________ Course Term ___________________
[Example:Composition I ENGL 101 Fall 2013]

A. The professor in the course

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
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</table>

Attach a statement as to why you were unable to resolve the problem with the student and documentation that supports your position (e.g., grade records, attendance records, copy of syllabus with appropriate sections highlighted, etc.)

B. The department chair (where applicable)

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
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</table>

Attach a statement as to why you were unable to resolve the problem with the student and any documentation that supports your position.

C. The dean of the school (where applicable)

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<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
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Attach a statement as to why you were unable to resolve the problem with the student and any documentation that supports your position.

For Students appealing transfer credits, graduation requirements or other academic decisions:

A. The student’s advisor

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<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
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B. The department chair (where applicable)

<table>
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<tr>
<th>Print Name</th>
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Final decision on appeal:

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<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
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Student, professor, chair/dean, assistant/associate provost notified of final decision by

<table>
<thead>
<tr>
<th>Print Name</th>
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<th>Date</th>
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Original copy of appeal form returned to the Chair of the EPSC. (This can be submitted electronically to the chair of the EPSC.)