

ACADEMIC RECORDS APPEAL FORM (For Instructors)

An Academic Records Appeal is a request from instructors to change anything in the exam records, attendance records resulting from any type of errors.

Name: _____

Class: _____

Phone Number: _____ Email : _____@_____

Type of Appeal:

You must include the following information for your appeal.

1. A statement which includes your specific record change request: the nature of the event which occurred.
2. The academic Records Appeal Form completed and signed by you.

I declare all the above information provided is true and correct and I understand, if the above or attached information is found to be falsified in any way, the Appeal Board may choose to overturn any decision previously made. I understand the decision made by the Appeal Board is final.

Instructor Signature:

Registrar Use

Unit in charger: _____ Type of Appeal: _____

Decision: Approved Denied

Notes: _____