

ACADEMIC APPEAL FORM (Grade Appeals and Academic Matters)			
Student Information			
Full Name		Student ID	
PCCUA Email Address		Phone Number	
Course Information			
Course Name/Number		Instructor Name	
Semester/Term		Final Grade Received	
Step 1: Informal Resolution (Required)			
Date(s) student contacted instructor			
Describe student attempt to resolve the issue with the instructor			
Basis for Appeal (Check all that apply)			
☐ Calculation or clerical error	☐ Grading policies not followed as stated in syllabus		
☐ Inconsistent or unfair academic evaluation	☐ Other (specify):		
Detailed Explanation of Appeal			
Provide a clear and factual explanation of your concern. Include specific assignments, grading issues, or inconsistencies:			
Supporting Documentation (Attach all that apply)			
☐ Grade Appeal Form (if separate)	☐ Email correspondence	☐ Instructor's written response	
☐ Graded assignments/exams	☐ Course syllabus	☐ Other:	
Requested Resolution			
Describe the outcome you are requesting (e.g., grade review, recalculation, reassessment)			
Student Acknowledgment			
I certify that the information provided is accurate and complete to the best of my knowledge. I understand that the burden of proof rests with me and that the decision of the Academic Standards Committee is final and binding.			
Student Signature		Date	

Step 2: Administrative Review Submission			
Date Submitted to Division Dean			
Instructor Response Received	☐ Yes	☐ No	(If yes, attach written response)
Dean Comments			
Action taken			
Decision		☐ Resolved	☐ Unresolved
Division Dean Signature			Date
Step 3: Vice Chancellor for Instruction (VCI) Review			
Date Submitted to VCI			
VCI Determination	☐ Procedural review complete	☐ Referred to Academic Standards Committee	
Comments			
VCI Signature		Date	
Step 4: Academic Standards Committee Review			
Date Submitted to Committee Chair			
Date and time of Academic Standards committee meeting			
Date VCI and student are notified of committee meeting			
Determination			
☐ Formal hearing not warranted		☐ Formal hearing warranted	
Date VCI & student notified of the committee's decision			
Comments			

Step 5: Hearing (if applicable)			
Hearing date, time and place			
Date VCI, instructor, and student notified of hearing			
Summary of Proceedings			
Step 6: Final Decision			
Decision Issued Date			
Final Outcome			
Rationale			
Academic Standards Committee Chair Signature			Date
Administrative Use Only			
Notifications (Sent to PCCUA emails)			
☐ Student	☐ Instructor	☐ Division Dean	☐ Vice Chancellor for Instruction
Date of Notification			
Decision letter uploaded to student Workday by			