



HCI College – West Palm Beach
1764 N. Congress Ave., West Palm Beach, FL 33409
(561) 586-0121
HCI College – Fort Lauderdale
1201 W Cypress Creek Rd. Ste. 101, Fort Lauderdale, FL 33309
(954) 626-0255

INTERNAL USE ONLY

☐ Approved ☐ Denied

Date Student Notified: _____

ACADEMIC APPEAL REQUEST FORM

This form is used to exercise the student's right to appeal academic policies, requirements, etc. Please carefully read and follow the directions in the information section of this form. For further information, please refer to the Academic Appeal Procedures in the Student Catalog. This form must be submitted by the student, through the student's HCI College issued student e-mail once completed. This is NOT the appropriate form for additional appeals related to Financial Aid, Satisfactory Academic Progress, or prior dissatisfaction with the course content or instructor.

Student Name: _____ **Campus:** _____
Last Name, First Name, Middle Initial

HCI College Student Email: _____ **Phone Number:** _____

Reason for Appeal:

☐ Academic ☐ Medical ☐ Work ☐ Other (describe): _____

Instructions:

Before the student begins the appeal process, it is important to remember that the student is responsible for meeting deadlines, policies, and financial obligations. Extenuating circumstances with supporting documentation might allow for exceptions. If the student submits an Academic Appeal requesting an exception, it is the student's responsibility to provide documentation and justification for consideration by the Academic Appeals Committee. The Committee will review an academic appeal only once. A re-appeal of the same request will not be accepted by the Academic Appeals Committee. The decisions made by the committee are final.

Students are required to submit the following for their Academic Record Appeal to be considered:

Step 1: Complete this Academic Appeal Request Form in its entirety.

Step 2: Attach a typed letter of explanation detailing the nature of the appeal, reason for the request, any details you wish to be considered (e.g., who, what, where, when, why and how), and your ideal resolution. *Required to be written and signed by the student, must be typed, limited to one (1) page.*

Step 3: Attach any relevant information or supporting documentation to substantiate your request (see Documentation Examples). *Any documentation submitted will become a part of the student's permanent academic record.*

Documentation Examples (Please check all that have been included):

<input type="checkbox"/> Medical	Doctor's note (on letterhead with their signature); hospital/medical facility records, appointments, medical bills; letter from Therapist/Social Worker/Counselor (on letterhead with their signature)
<input type="checkbox"/> Work	Military orders; letter from Employer (on letterhead with their signature) to include a copy of their prior work schedule and their new work schedule
<input type="checkbox"/> Academic	Attendance from Course Key; Lippincott usage; ATI Usage; proctored results (if applicable); Remediation; grades from Gradebook; computer generated schedules or records of transactions; emails/communication to/from instructor regarding situation; copy of your Student Account statement, registration, etc.
<input type="checkbox"/> Other	Court records; police report; plane ticket(s)/receipts; death certificate, obituary, funeral, or memorial service program; additional documentation that supports your extenuating circumstance

Appeal Details:

Mark the category that best describes the appeal (check all that apply) and provide a brief explanation. Please be aware that any of the changes requested below could affect the student's Financial Aid and/or student account, and may not be in the student's favor.

☐ Grade Appeal

☐ Academic Review

☐ Other: _____

Please explain briefly below:

Semester End Date: _____
Month/Year

Course: _____

Acknowledgement and Signature:

Submission of an academic appeal request does not guarantee approval. It is the responsibility of the student to access their HCI College email account for any correspondence concerning the request. An incomplete request with no student contact for 30 days will be automatically denied. Notification of a rendered decision may take up to 10 business days from the date of appeal submission. In complex situations, a decision may exceed the 10 business days.

I HAVE READ, UNDERSTOOD, AND WILL COMPLY WITH THE RULES, REGULATIONS, REQUIREMENTS, AND ACADEMIC POLICIES OF THE COLLEGE INCLUDING THE ACADEMIC APPEAL PROCEDURE AS DESCRIBED IN THE HCI COLLEGE STUDENT CATALOG AND HAVE ATTACHED MY LETTER OF EXPLANATION, LIMITED TO ONE TYPED PAGE, AND HAVE INCLUDED ALL RELEVANT DOCUMENTATION. I CERTIFY THAT THE ABOVE AND ANY ACCOMPANYING INFORMATION IS ACCURATE AND NOT IN VIOLATION OF THE STUDENT CODE OF CONDUCT.

Student Signature: _____

Date: _____