

# RANKEN

TECHNICAL COLLEGE

## NOTICE OF APPEAL FORM

This Notice of Appeal Form, along with all supporting documents, must be submitted to the instructor to attend class while the appeal is pending. Failure to provide an adequate, detailed explanation and evidence to support your appeal may result in a denial of the appeal. Students should continue to attend class until an appeal decision is reached. Appeal decisions will be communicated to all parties via email.

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_

Major \_\_\_\_\_ Phone Number \_\_\_\_\_

Email address \_\_\_\_\_  
(Required)

1. Below, indicate the reason for this appeal, i.e. attendance, readmission, discipline.

\_\_\_\_\_

2. Enter the course code(s) for the class(es) you are appealing. Refer to the example below.

1. IET 1200	3.	5.
2.	4.	6.

3. What action are you requesting of the Board? Why should the Board grant this appeal?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Enter all tardies (T) and absences (A) below.

1.	5.	9.	13.	17.
2.	6.	10.	14.	18.
3.	7.	11.	15.	19.
4.	8.	12.	16.	20.

5. Explain the evidence provided to support this appeal.

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6. What have you done to correct the situation which caused your dismissal?

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7. Are you requesting a personal appearance before the Board?       Yes     No

8. My signature below confirms agreement with the following:

1. The information contained in this Notice of Appeal Form is true and correct to the best of my knowledge and belief.
2. Furnished false information in the Notice of Appeal shall subject me to immediate interruption from school.
3. This Notice of Appeal Form and all attached documents or statements, represent the total of all evidence I wish to present to the Board.
4. I agree to be bound by the Policies and Procedures of the Academic and Disciplinary Review Board.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date