

Category: Academic

Division: Instructional Services

Department: Instruction

Policy Title: Appeals Policy

Policy Statement

There are multiple policies that protect a student's right to appeal actions of the institution. This policy specifically covers appeals of actions between a faculty member and a student within the classroom setting. Other policies include:

1. Student Complaint and Grievance: guidelines for appealing actions between a college employee and a student outside a classroom setting.
2. Academic Probation and Dismissal Appeal: guidelines on academic probation, dismissal, and appealing that dismissal.
3. Course Withdrawal Appeal: guidelines for withdrawing from a course and how to appeal if a student has missed the published withdrawal date.

This policy is for the following types of student appeals:

1. Academic Dishonesty
 - a. Students who have been charged with academic dishonesty have the right to appeal that action or decision and are guaranteed due process by the college. The appeal must be made within 10 business days of the instructors' initial notification.
2. Academic
 - a. Students can appeal academic matters in relation to individual courses such as grades on class assignments, class policies, class procedures, and classroom discipline. The appeal must be made within 10 business days of the incident/disagreement.
3. Course Grade Change
 - a. Students can appeal their course grade on their transcript by the end of the regular (fall or spring) semester after the final grades are posted.

Students wishing to appeal in any of the above situations may do so by following the procedure below. The appeals process allows students an opportunity to question academic behavior by administrations, faculty, or other college staff.

Procedure:

The procedure below should be followed by the student for the appeals covered in this policy. If at any point, the student feels the matter has been resolved, they may drop the appeal. The student requesting the appeal may be asked at any time to fill out a form appropriate to their type of appeal which may include submission to other offices on campus.

1. Student is requested to discuss and attempt to resolve the matter directly with the instructor.

2. If the matter cannot be satisfactorily resolved between the student and instructor, the student should request a meeting to resolve the matter with the instructor's division chair or immediate supervisor.
3. If the matter is not satisfactorily resolved with the chair, then an appeal letter should be presented to the Dean of Academics or Dean of Technical Education & Workforce Development for resolution. If needed, a meeting will be held in an attempt to resolve the matter.
 - a. The appeal to the Dean must be submitted within two business days of receiving the decision from the Division Chair or supervisor.
 - b. The Dean will notify the student of the decision within five business days.
4. If the decision of the Dean of Academics or Dean of Technical Education & Workforce Development is not satisfactory, a written appeal may be presented to the Vice President for Instructional Services. If needed, a meeting will be held in an attempt to resolve the matter.
 - a. The appeal to the Vice President must be submitted within two business days of receiving the decision from the Dean.
 - b. The Vice President will notify the student of the final decision within five business days.
 - c. The Vice President's decision is final in the appeals process.

Policy History: 7/31/13; 7/1/16; 4/21 Faculty Senate – Combined Academic Dishonesty and Appeal Policy with Grade Change and Withdrawal Appeal Policy. 3/9/21 Curriculum and Instruction; 5/5/21—Instructional Council approved with additional language; 5/26/21 College Council—Approved with additional language; 6/1/21 President's Cabinet.