

303-06 STUDENT ACADEMIC APPEALS—PROCEDURE

1. PURPOSE

Students may appeal a grade or other academic decision affecting completion of course requirements.

2. PROCEDURE

1. Students represent themselves in the appeal process.
2. Students have until the end of the following semester to appeal.
3. Students first appeal through informal procedures by talking with the instructor.
4. If a mutually satisfactory resolution is not reached, students may then appeal to the appropriate Division Dean, who will make every reasonable attempt to mediate a mutually satisfactory resolution.
5. If such a resolution is not reached, students may write an appeal to the Registrar's office to begin the formal process for appeal to the Student Academic Appeals Committee.
6. The Student Academic Appeals Committee hears cases brought by students and renders recommendations to the Vice President of Academic Affairs.
7. The Vice President of Academic Affairs renders final decisions. Decisions are communicated by the Registrar to the students.
8. All pertinent documentation shall become a part of students' permanent file.

3. BACKGROUND

1. References: Potential intervention by third parties or examination of educational records is subject to the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended.
2. Revision history: 06/03/2003, 04/06/2004, 10/13/2008, 05/13/2009, 05/08/2013, 09/24/15 (removed department chair reference)
3. Legal review: none
4. Sponsor: Academic Affairs

Adopted by College Council: 05/08/2013