



SUBJECT:	Student Affairs		
PROCEDURE:	300.4.1 Student Academic Decision Appeal		
RELATED POLICY:	300.4 Student Academic Decision Appeals		
EFFECTIVE:	March 2012	REVISED:	September 2024
		REVIEWED:	

Procedure

This procedure is available only to review allegedly unfair academic decisions and not mere differences of opinion regarding the professional judgment of the instructor or administrator in evaluating a student's work or making an academic decision. Students must appeal within five (5) business days of notification of an academic decision, such as grades posted in Banner, notification of acceptance of transfer credit, or formal dismissal from a program, etc., by completing the Academic Decision Appeal form. The academic decision will be considered unfair if the decision is made on one or more of the criteria established in policy 300.4 Student Academic Decision Appeals.

Students must be able to specifically allege and factually support the allegation. Students wishing to appeal an academic decision must meet with an advisor before submitting the Academic Decision Appeal form. The student must attach copies of all relevant documents to the form.

Appealing an Academic Decision

The Academic Decision Appeal form will be routed to the executive director of instruction who will assign it to the appropriate director within two (2) business days from the time of receiving the form. The investigation will begin when the director receives the form. The director will notify the student within two (2) business days in writing via the student preferred email account that an investigation will occur. A determination will occur within ten (10) business days of the director receiving the form. The director will then notify the student of the decision within two (2) days of the determination via the student's preferred email address.

When a grade is involved, the division director will also submit a Change of Grade form to the registrar's office changing the grade to an Incomplete until the matter is concluded. The matter is considered resolved when an appeal deadline has passed or a final decision by the CEO/Dean is made. Upon conclusion, the division director will submit a Change of Grade form to the registrar's office reflecting the final grade. The grade assigned before the appeal's filing may be changed by the division director if, after the appeal procedures are completed, the grade is found to be unfair or otherwise improper.

For decision appeals involving an instructor, the instructor will be assigned a mentor (program director/department chair) by the division director to advise if needed during the appeal process.

Appealing the Director's Decision

If the student, instructor, or administrator is appealing the determination of the director, the person must submit an Academic Decision Appeal form. The CEO/dean's office will convene a five-person committee to determine if the decision will remain or be adjusted and will notify the instructor, student, and the director that the appeal committee is convening. The committee will consist of a different director or division director, two faculty members, a student services representative, and a college employee at large.

If a student wishes to appeal the director's decision, the student must meet with an advisor before submitting the Academic Decision Appeal form. All parties listed above wishing to appeal the director's decision have five (5) business days from notification to file an appeal. The student, the instructor, and the director will be notified within ten (10) business days of the appeal committee's decision via email.

If a grade change is warranted, the division director will change the assigned grade by submitting a Change of Grade form to the registrar's office after the time to appeal to the CEO/Dean has passed.

Appealing the Committee Decision

If the student, the instructor, or the director wishes to appeal to the CEO/dean, the person may submit an Appeal to the CEO/Dean form within five (5) business days of the appeal committee's notification of determination. The appeal must be based on one of the following grounds:

1. There was an error in the appeal procedure which substantially affected the decision.
2. The individual has discovered new evidence pertinent to the original decision since the appeal, not previously available, which would have materially affected the decision.

If a student appeals, the student must meet with an advisor before completing the Appeal to the CEO/Dean form. The CEO/dean will review all the initial investigation materials, original appeal form and documentation, determination of the appeal committee, and the Appeal to the CEO/Dean form and information. The student, the instructor, and the director will be notified of the CEO/dean's decision in writing by email within ten (10) business days of receipt of the appeal form. All decisions made by the CEO/dean are final.

Related Manuals/Forms

Academic Decision Appeal form

Appeal to the CEO/Dean form