



Developed Sep 1997
Last N/A
Approved
Effective N/A
Next Review N/A

Owner Rhonda LeValdo:
Interim Vice-
President of
Academics
Policy Area Division of
Academics

Appeals, Academic

Purpose

To outline the rights and responsibilities of students who wish to appeal academic decisions.

Policy

Students may initiate an appeal of decisions related to academic affairs, including grades, enrollment, or academic status. (Admissions appeals fall under policies for appeals of admissions decisions.)

Students are guaranteed confidentiality and appropriate due process in all matters of appeals.

Scope and Definitions

This policy applies only to appeals related to academic affairs. See separate "Appeals, Admissions" policy for appeals of admissions decisions.

Procedure

Departmental Review

Students must first appeal academic decisions to the relevant department, college, or school. This first step is called Departmental Review.

The dean who oversees the department shall convene a Departmental Review Board, composed of faculty from the department, college, or school in question. The Departmental Review Board will review student appeals and submit its decision(s) and recommendation(s) to the appropriate dean. Within 30 calendar days of a student's filing for Review, the appropriate dean will notify the student and instructor, in writing, of the decision reached in the Review. If a student is not satisfied with the outcome of the

Departmental Review, s/he may proceed with an Academic Appeal.

Academic Appeal

Students may initiate an Academic Appeal to the Vice-President of Academics if they are not satisfied with a decision reached during Departmental Review. The deadline for submitting an Academic Appeal is thirty (30) calendar days after the student was notified of the adverse decision of the Departmental Review. Students are responsible for documenting extenuating circumstances which may have affected academic performance and any other documentation that they wish to be considered for review. The Academic Review Board reviews these appeals.

A decision will be issued within thirty (30) calendar days after the Academic Appeal was submitted to the VPA. In certain cases, if needed, the VPA may reasonably increase the timeline for making a decision. The Academic Review Board will consider the original appeal and the rationale for the decision of the Departmental Review Board. The decision of the Academic Review Board is binding and will be forwarded to the Vice President for Academics, who will notify students and the appropriate college or school in writing concerning the Board's decision. All students are guaranteed appropriate due process in all matters of appeals. All appeals must be in writing and must be addressed to the appropriate review board. Appeals must clearly explain the problems contributing to inadequate achievement and a statement explaining how these might be resolved. Students are responsible for documenting extenuating circumstances, if any, which may have affected academic performance. The appeal, which may contain recommendations from instructors, if appropriate, should clearly state the student's academic and career intentions and provide a strong educational rationale. Students successful in appealing academic status may be subject to special conditions imposed by the Academic Review Board.

Cross-Reference Policies

n/a

Publications

n/a

Vetting Process

Faculty Senate - Academic Standards Committee

Academic Deans and the

Vice-President of Academics

Approval Signatures

Step Description

Approver

Date

DRAFT