



Academic Policy Academic Appeals

Approved by: Faculty and President

Date Approved: October 3, 2018

1. **Summary:** This policy establishes requirements and an official procedure for academic appeals.
2. **Rationale:** This policy is necessary to ensure consistent and appropriate responses to student academic appeals.
3. **Entities Affected:** faculty, staff, students
4. **Definitions:** Not applicable.
5. **Policy:** Students wishing to appeal a final course grade must follow this sequence and schedule:
 1. Begin by consulting the professor(s) involved, seeking to reach an agreement. If that is not possible, the student may appeal in writing to the Academic Cabinet within 30 days from the date the grade was assigned.
 2. The Academic Cabinet will collect the relevant evidence. All concerned parties will be given the opportunity to present their case to the Academic Cabinet.
 3. Any member of the Academic Cabinet with a prejudiced viewpoint may be excused from the discussion.
 4. The Academic Cabinet will provide a decision in writing, copies of which will be available to the student, involved faculty, and the student's permanent file.
 5. Appeals of the Academic Cabinet's decisions must be made within 10 days to the Vice President of Academic Affairs, whose decision is final.

Note: Students wishing to appeal an assignment grade or exam must do so by consulting the professor(s) involved.

6. Procedure:

1. **Implementation:** Not applicable.
2. **Responsibility for Compliance:** Vice President of Academic Affairs
3. **Notification:** This policy will be posted on the College's website and published in the College's *Catalog*.

For the Office of Institutional Effectiveness and Research only:

Policy version: 2.0

Policy number: 3.012

Related policies:

Policy History

Version 1.0	Not Available
Version 2.0	October 3, 2018