

**POLICY & PROCEDURES MEMORANDUM**

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<b>TITLE:</b>	<b>ACADEMIC APPEALS PROCEDURES</b>
<b>EFFECTIVE DATE:</b>	<b>May 6, 2008</b>
<b>CANCELLATION:</b>	AA-1440.4A (4/3/07)
<b>OFFICE:</b>	Academic Affairs (AA)

**POLICY STATEMENT**

Delgado Community College has established a process for academic challenges and appeals. Students may challenge and/or appeal 1) the final grade received in a class; 2) their academic suspension; and 3) their having been dropped from a class for excessive absences. The challenge procedure must be completed before any appeal process is initiated.

The College is committed to affording all students, including distance education students, the opportunity for accessibility and due process during academic appeals. To ensure this, alternative distance education modalities (electronic form submission, teleconferencing, etc.) will be available at each step of the process when appropriate.

The procedures for academic challenges and appeals are specifically outlined in this memorandum.

**PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

To disseminate the procedures for academic challenges and appeals.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all credit students of the College.

### 3. **Academic Challenges and Appeals**

Students may challenge/appeal 1) the final grade received in a class; 2) their academic suspension; 3) their having been dropped from a class for excessive absences.

#### A. **Final Grade Challenges/Appeals**

- Only final grades may be challenged and/or appealed.
- The challenge procedure must be completed before any appeal process is initiated.
- In order to change a final grade of “F” or an “F” to a “W,” the final grade challenge/appeal process must be followed. The procedure for challenging a final grade is as follows.

#### ***Final Grade Challenge Procedure:***

1. The student completes the [Academic Challenge/Appeal Form](#), Form 1440/003 (Attachment A) and presents it to the instructor along with a written statement and/or supporting documentation regarding the final grade dispute. The student discusses the final grade dispute with the instructor and tries to resolve the issue. If the grade is not changed, the Instructor must sign form to document this. If the instructor is not available, the appropriate department chair or coordinator may sign the form.
2. If the final grade dispute is not resolved in Step #1, the student submits the Academic Challenge/Appeal Form, with the instructor’s signature (or the department chair’s or coordinator’s if the instructor is not available) along with a verbal statement and/or supporting documentation to the Division Dean (or his/her designee) of the division in which the course grade is being disputed. The Division Dean will attempt to resolve the final grade dispute through meetings with the student, instructor, and/or department chair or coordinator.

If the deadline to request an academic appeal has expired, the Division Dean will inform the student and the process stops. The Division Dean will also inform the student if the matter is inappropriate for the academic appeals process (i.e., midterm grade appeals are not appealable, or another matter handled through another process). The Dean may offer the student other options when appropriate.

3. If the final grade dispute is not resolved in Step #2 and the student wishes to pursue the challenge, the Division Dean submits the student's written challenge to the Academic Appeals Officer, attaching documentation (attendance record, grade book, statements from instructor, etc.). The student will be contacted by the Academic Appeals Officer and scheduled for a hearing before the committee.

A hearing will be granted to the student within the semester of filing the challenge/appeal. However, if the challenge/appeal is filed after midterm of the semester, the hearing will be granted no later than the end of the following semester except for cases of academic suspension, which are granted in the semester of filing the appeal.

***Final Grade Appeal Procedure:***

4. If the final grade dispute is recommended for referral to the Academic Appeals Committee, the Committee must:
  - a. Recommend to the Vice Chancellor for Learning and Student Development a change of grade for the student;
  - b. Recommend alternative solutions to resolve the student's dispute; or
  - c. Deny the student's appeal.
5. Within ten (10) working days of each hearing, the student will be notified in writing by the Academic Appeals Officer, with a copy to the Division Dean, of the ruling on the challenge/appeal. If the appeal is denied, the student will be advised by the Academic Appeals Officer of his/her option to appeal to the Vice Chancellor for Learning and Student Development within ten (10) working days of notification of the denial. The student may submit in writing to the Vice Chancellor for Learning and Student Development an explanation detailing why the appeal should be reviewed. The Vice Chancellor for Learning and Student Development issues a decision on the appeal in writing to the student, with a copy to the Division Dean, within ten (10) working days of receipt of the appeal. Decisions by the Vice Chancellor for Learning and Student Development are final.

**B. Academic Suspension Challenges/Appeals**

A student suspended for the first time may enroll, while on suspension, in the coursework specified in the College's [Academic Status](#) policy. To enroll in these courses, the student must meet with an academic advisor. To appeal the suspension, the suspended student must follow the challenge/appeals process outlined above in Section 3A, *Final Grade Challenges/Appeals*. (Also see Section 4, *Challenge/Appeal Deadlines*.) For academic suspension challenges/appeals, the form must only be signed by student.

**C. Challenges/Appeals of Drop Due to Excessive Absences**

A student may be dropped by an instructor for excessive absences. A student desiring to challenge/appeal being dropped from a class for excessive absences must follow the challenge/appeal process outlined in Section 3A, *Final Grade Challenges/Appeals*, within the timeline according to Section 4, *Challenge/Appeal Deadlines*.

A student challenging or appealing being dropped for excessive absences is allowed to attend the dropped class in question pending the outcome of the challenge or appeal process. The student must bring a signed [Notification of Excessive Absence Appeal](#), Form 1444/002 (Attachment B) to the instructor of the class from which the student was dropped before being readmitted pending approval.

**4. Challenge/Appeal Deadlines****A. Final Grade Challenge/Appeal Deadline**

A student must begin the challenge/appeal procedures for final grades before the end of the regular semester following the term in which the final grade being challenged was issued.

**B. Academic Suspension Challenge Deadline**

A suspension is for one (1) semester. A suspension challenge procedure must be initiated by the student by the first day of registration for the semester of suspension.

**C. Deadline for Challenging/Appealing Drops Due to Excessive Absences**

Excessive absence procedures must be initiated in writing within one (1) week of attempting to return to class. The student is allowed to attend the course while challenging the instructor drop; however, class attendance, test results, or participation in the class in question does not influence the challenge or appeal procedures or decisions.

**5. Academic Appeals Committee Hearing**

The Academic Appeals Committee, which will be formed to hear academic appeals, will consist of voting and non-voting members. In the event of a tie, non-voting member of the committee, predetermined by the Academic Appeals Officer, will vote to break the tie. The membership of the Academic Appeals Committee is as follows:

**Non-Voting Members**

- 1) An Academic Appeals Officer (appointed by the Vice Chancellor for Learning and Student Development);
- 2) College Registrar or designee (ex-officio); and
- 3) Division Deans (rotating with at least two required at each hearing).

**Voting Members**

- 1) Counselor or other Student Affairs representative;
- 2) At least one (1) but no more than two (2) faculty members from each campus and site; and
- 3) A Student Government Association (SGA) representative from each campus and site.

The student must be present in person or via teleconference at the hearing and may have another individual serving in an advisory capacity present, but not participating, in the hearing. The instructor is invited to the hearing and is expected to be present. Both the student and the instructor are permitted to be present during all testimony of the hearing; however, each are permitted to speak only during his/her testimony or when addressed by the committee.

6. **Cancellation**

This policy and procedures memorandum cancels AA-1440.4A, *Academic Appeals Procedures*, dated April 3, 2007.

*SIGNATURE*

Chancellor

*Attachment:*

Attachment A - [Academic Challenge/Appeal Form](#) (Form 1440/003)

Attachment B - [Notification of Excessive Absence Appeal](#) (Form 1444/002)

*Review Process:*

Deans' Review 2/11/08  
Academic Affairs Council 4/17/08  
College Council 5/6/08

*Distribution:*

Electronically Distributed Via Electronic Mail System



**ACADEMIC CHALLENGE/APPEAL FORM**

Student Name:  Student ID #:

E-mail address:  Telephone:

Mailing address:  City:

State:  Zip Code:

**Please Indicate Type of Challenge/Appeal:**

**Final Grade** Request grade be changed from  to   
 Course & Section:  Semester/Year:

**Academic Suspension**

**Dropped for Excessive Absences** Course & Section:  Semester/Year:

**Instructions:** Academic Appeals can only be filed for the reasons stated above. This is not the process for a financial aid appeal or to request a refund. The appeal of a final grade or reinstatement into a class from which you have been withdrawn (dropped) should be discussed with the instructor first. If the dispute is not resolved, the instructor should sign this form and forward it to the division dean. If the dispute is not resolved at this level, you may request a review by the Academic Appeals Committee. If you are not satisfied with the recommendation of the Committee, you may appeal to the Vice Chancellor for Learning and Student Development.

**You must attach to this form** a concise statement as to why you believe you are entitled to the action requested. You should give details about attempts thus far to resolve this issue. Attach copies of any relevant documentation that supports your request.

-----**APPEAL REVIEW**-----

*I have reviewed this academic appeal. This matter should be forwarded to the Division Dean.*

**Instructor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I have met with this student and denied or was not authorized to comply with his/her request.*

**Division Dean's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

-----**REQUEST FOR ACADEMIC APPEALS COMMITTEE REVIEW**-----

*I have not received satisfactory resolution to my appeal request. I am now requesting this matter be forwarded to the Academic Appeals Committee.*

\_\_\_\_\_  
Student's Signature Date



**NOTIFICATION OF EXCESSIVE ABSENCE APPEAL**

Semester  Year

To: Instructor  Division

The student listed below has been dropped from the following course due to excessive absence:

Student's Name

Student I.D. #

Course and Section Number

Course Name

In accordance with college policy the student has appealed the action and must attend and participate fully in class until the disposition of the appeal.

\_\_\_\_\_  
Division Dean's Signature

\_\_\_\_\_  
Date