

Northwestern Connecticut Community College
ACADEMIC APPEALS
BY
STUDENTS

~ Policy Statement ~

The Academic Appeal process provides a way for students to appeal academic disputes with an instructor. The steps of the appeal process must be followed in order and in a timely manner. The details concerning the timeline and process are described below.

If the Division Director, Department Chair, Academic Policy Committee or Dean of Academic and Student Affairs finds that the disputed action involving the instructor conflicts with federal or state laws/regulations, College, or department policy, and/or with the faculty member's own policy stated in the syllabus and /or course overview, then a decision should be made in the student's favor.

However, if the instructor's decision was made in accordance with federal or state laws/regulations, College, or department policy, and/or with the faculty member's own policy stated in the syllabus and /or course overview, then a decision should be made in favor of the instructor's decision.

In cases where the dispute is determined to be based upon a faculty member's professional judgment, such as the evaluation of test(s), quiz(es), project(s), or performance in a class, then the student is entitled to a timely appeals process and have the Division Director, Department Chair, Academic Policy Committee, and/or Dean of Academic and Student Affairs and/or the college President, make a judgment concerning the dispute.

The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons and to provide additional information with each appeal level.

Timing of Appeals

Academic Appeal by a student must be initiated within fifteen calendar days after the posting of the student's final grade. The student can obtain the Appeal Packet from the office of the Dean of Academic and Student Affairs.

Conflict of Interest

If there is an apparent conflict of interest involving any college official that member shall not participate in the recommendation process.

Electronic Evidence

The admission of electronic evidence of any type will be determined by the Committee on an individual case basis.

Confidentiality

Under the Family Educational Rights & Privacy Act of 1974, as amended, a student's education record may not be disclosed without the written permission of the student. The materials from this process will not be disclosed and will remain in the possession of the office of the Dean of Academic and Student Affairs.

At any time a student may seek the assistance of others in preparing a request for review of academic standing. However, consistent with the student's responsibility and the developmental mission of the College, in all meetings and communications with faculty and others pursuant to this Policy, a student may neither be accompanied by an advisor, advocate or attorney nor will the College communicate with an advisor, advocate or attorney for the student.

Process

These steps are to be followed when making an academic appeal. A copy of the signed Appeal Form will be sent to the student automatically after each decision.

Step 1: In the event of course-related appeals or disputes, the student must first obtain an appeal packet from the office of the Dean of Academic and Student Affairs.

The student must then complete Form 1 parts A-C and make an appointment to meet with the instructor. At the meeting, the student presents to that instructor all the facts which the student believes would directly relate to the issue (s).

At the conclusion of the meeting between the student and the instructor, the instructor states the reasons for or against the appeal and completes the Appeal Form in part D.

Once both the faculty member and student sign the Appeal Form in the appropriate spot indicating that the student's appeal has been (A) accepted or (B) denied, the appeal will be forwarded to the Division Director/Department Chair.

Step 2: In the event that the student's appeal has been denied, the Division Director/Department Chair will review it and make a decision. The Division Director/Department Chair can meet with the student if necessary.

The second level of appeal in Step 2 would be with the Division Director/Department Chair responsible for that area of study. Reasons for or against must be stated on the Appeal Form (Form 2). Once a decision has been made, all parties will sign the Appeal Form in the appropriate spot indicating that the student's appeal has been (A) accepted or (B) denied. The Division Director/Department Chair shall submit the student's Appeal Form, and any other additional written accompanying materials to Dean's office.

If a satisfactory resolution is not accomplished at this stage, then the appeal may proceed to Step 3.

Step 3: In the event that the student's appeal has been denied, and the student disagrees with the decision, the appeal will be forwarded to the Dean's Office and to the Academic Policy Committee (within four calendar weeks).

The Dean shall submit the student's Appeal Form, and any other additional written accompanying materials to committee members for review. The Academic Policy Committee may dismiss an appeal where it concludes:

1. The Academic Policy Committee agrees with the prior decisions.
2. The appeal was not filed in a timely manner
3. The appeal is being pursued concurrently in another college procedure or administrative tribunal.
4. The appeal is intended to harass, embarrass, or has been otherwise filed in bad faith.

All persons involved in a dismissed appeal will be notified in writing and an explanation of this dismissal will be provided on the Appeal Form (Form 3).

If the appeal is not dismissed then the committee shall meet with both parties. The committee shall make a decision based on all the evidence presented. The student is entitled to a written response within thirty days of the completion of his or her presentation.

Reasons for or against the appeal must be stated on the Appeal Form (Form 3). Once a decision is made, the APC chair and student will sign the Appeal Form in the appropriate spot indicating that the student's appeal has been (A) accepted or (B) denied.

Step 3A: All appeals heard by the Academic Policy Committee will be forwarded to the Dean of Academic and Students Affairs for Review.

The Dean of Academic and Student Affairs will receive all documents pertaining to the dispute or appeal. After making a decision, the Dean of Academic and Student Affairs will inform the student and all persons involved in the appeal process.

Step 4: The foregoing decision may be appealed to the president by filing a statement of appeal within ten calendar days of the date of the decision. The student must submit all Appeal Forms to the college president for review. Review by the president shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the president shall be final.

**Northwestern Connecticut Community College
Academic Appeal Form 1**

This process of appeal begins with the student obtaining an Academic Appeal package from the Dean of Academic and Student Affairs.

Step 1 - Student is to submit form with attachments to the **Instructor and makes an appointment to meet with the Instructor.**

Name of Student _____
Phone _____ Banner ID _____
Address _____
Semester _____ Course _____
Instructor _____

(A) Explain, in details (dates, persons, etc.) your situation.

(Use an additional sheet, if necessary)

(B) What documentation (graded course work, communication with Instructor, handouts, catalog, etc.) help support your position? (Attach copies, if appropriate)

(C) What, in your opinion, would be a satisfactory resolution to this problem?
