



Title:	Academic Appeals Policy
Effective Date:	8/1/2016
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Office:	Academic Affairs

Academic Appeals Policy

Purpose

Northshore Technical Community College's Academic Appeal policy is 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 program dismissal. The challenge procedure must be completed before any appeal process is initiated.

Scope

A student may appeal a final course grade if the student has evidence that the grade was assigned in a malicious, capricious, erroneous, student incapacitation, or arbitrary manner. The following steps provide a guideline for the appeals process. All persons concerned with this process should make every attempt to adhere to the time schedule outlined in the following description of the appeals process. No appeal will be initiated beyond the midterm of the following semester (fall or spring semester only).

Academic Appeals

Final Grade Challenge Procedure:

1. **Level 1:** The student completes an Academic Appeal Form 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 the form as documentation. If the instructor is not available, the appropriate lead faculty member or Dean of Campus Administration may sign the form.
2. **Level 2:** If the final grade dispute is not resolved at Level 1, the student submits the Academic Appeal Form, with the instructor's signature along with the verbal statement and/or supporting documentation to the Dean of Campus Administration, who will attempt to resolve the final grade dispute through meetings with the student, instructor, and/or lead instructor or program coordinator/director.



Note: All academic suspension appeals and appeals based on student incapacitation automatically begin at Level 3 in coordination with appropriate faculty member.

3. **Level 3:** If the final grade dispute is not resolved at Level 2 and the student wishes to pursue the appeal, the Dean of Campus Administration submits the student's written challenge to the Vice Chancellor of Student Affairs, Diversity & Inclusion, attaching documentation. The student will be contacted by the Vice Chancellor of Student Affairs, Diversity & Inclusion and schedule a hearing before the Academic Appeals Committee.
1. If the final grade dispute is recommended for referral to the Academic Appeals Committee, the Committee must:
 - a. Recommend to the Vice Chancellor of Academic Affairs and Provost a change of grade for the student;
 - b. Recommend alternative solutions to resolve the student's dispute; or
 - c. Deny the student's appeal.
2. Decisions by the Academic Appeals Committee are final.
3. If the Academic Appeal includes a violation of the College's Student Code of Conduct, a joint committee with the Disciplinary Appeals Committee will be formed with 50% of members from both Committees in lieu of a single Academic Appeals Committee. Procedures listed in item #1 and #2 are still followed with a joint committee.

Academic Suspension Challenges/Appeals

A student may not enroll while on academic suspension. To appeal the suspension, the student must follow the process outlined above in the academic appeal procedures. (Also, see Deadlines for Appeals.)

Program Dismissal Appeals

To challenge program dismissals, students must follow the appeal process outlined above in the academic appeals procedures. (Also see Deadlines for Challenges/Appeals.)

Deadlines for Challenges/Appeals

Final Grade Challenges/Appeals Deadline

A student must begin the appeal procedures for final grades before the last day of classes in a regular (fall/spring) semester following the term in which the final grade being challenged was issued.

Academic Suspension Challenge Deadline

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

Program Dismissal Challenge Deadline

A program dismissal challenge must be initiated by the student before the first day of classes for the semester of dismissal.



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Northshore Technical Community College

Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	Chancellor	11/04/2022	7/20/2016
X	College Leadership Committee	11/04/2022	7/20/2016
X	Academic Affairs Committee	10/21/2022	7/20/2016

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