



Policy: Academic Appeals Process

Effective: July 1, 2019

Policy Type: Administrative

Responsible Department: Registrar Office

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**Policy:** The academic appeal and review process will be used by students to appeal decisions related to classroom evaluation or to review academic procedures, situations, or performance.

- 1.0 Any dispute between a student and a faculty member in which a student feels that he/she was unjustly treated should follow the following process for resolution:
  - 1.1 The student should talk to the person (faculty member or other) responsible for the decision within two weeks of the decision, communicate his/her concerns, and attempt to resolve the issue between the parties involved.
  - 1.2 If the student remains unsatisfied with the outcome of the discussion with the parties involved in the dispute, the student should put the issue in writing and submit the letter within two weeks to the chair of the department in which the dispute occurred. If there is no chair of the department or the dispute is with the chair him/herself, then the letter should be submitted directly to the dean of the school.
  - 1.3 If the student remains unsatisfied with the outcome of the decision by the chair, then the student should re-submit the written dispute within two weeks to the dean of the school in which the dispute occurred.
  - 1.4 If the student remains unsatisfied with the outcome of the written dispute, then the student should re-submit the written dispute within two weeks to the Provost's Council through the academic office. The Provost's Council will convene for a final decision.
- 2.0 In cases of cheating, plagiarism, or an accusation of academic dishonesty, the Office of Student Affairs and Academic Services may be involved as early as step one of the process, if the department chair chooses. Violations of academic integrity are infractions against the Grace College Community Standards (see Student Handbook).
- 3.0 In cases of cheating, plagiarism, or an accusation of academic dishonesty in SPOE programs, Dean of the School Professional and Online Education may be involved as early as step one of the process, if the department chair chooses. Violations of academic integrity are infractions against the Grace College Community Standards (see SPOE Student Handbook).
- 4.0 If a resident student believes that he/she has been harassed or threatened in any way, the student is encouraged to follow the Harassment Policy outlined in the Student Handbook and located in the Office of Student Affairs.
- 5.0 If a SPOE student believes that he/she has been harassed or threatened in any way, the student is encouraged to follow the Harassment Policy outlined in the SPOE Student Handbook.



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#### Revision Process and History

- All revisions to the policy must be approved by the Chief Academic Officer.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template