

## **Student Appeal of Academic or Instructional Decisions by Faculty**

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### **OPERATIONAL POLICY STATEMENT**

A student may appeal an academic or instructional decision by faculty if s/he deems the decision to be made in error. The appeal must be made in a timely manner in accordance with established procedures.

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### **PROCEDURE**

A student may only appeal a decision that affects him/her directly and must represent themselves in the appeal process. The appeal of an academic or instructional decision requires documentation that the decision was incorrect.

1. The first step in the appeal process is for the student to contact the faculty member who made the academic or instructional decision. This contact must be made within 10 business days of the official notification date of the decision. For appeals concerning a final grade, official notification is considered to be the date the grade is posted to the student's permanent record.
2. In the event the faculty member and student are unable to reach a mutual agreement within ten (10) business days, the student may then appeal to the appropriate Dean or designee. The appeal to the Dean or designee must be made within 10 business days in writing using the official form, "Academic or Instructional Decision Appeal to the Dean." All documentation supporting the reason for the appeal must be provided at the time the appeal is submitted. This appeal must succinctly describe the issues involved, evidence that an error was made, and any relevant information. Missing, incomplete or erroneous information may cause the appeal to be rejected
3. The Dean or designee will review the student's appeal and make a decision based on the documentation provided by the student, the faculty member, and other relevant information that may include meetings with appropriate individuals. The Dean's or designee's investigation and decision must be concluded within 10 business days of the date the student appealed the decision to the Dean or designee will provide written documentation of the decision to the student and faculty member.
4. In the event the student is dissatisfied with the decision of the Dean or designee, a further appeal may be made to the Vice President of Academic Affairs or designee. The appeal must be made in writing within 10 business days of the date the student received notification of the results of the appeal to the Dean. This formal, written appeal must relate only to the original

decision that is being appealed. No additional claims or issues will be included or addressed in the review of the appeal.

5. The Vice President of Academic Affairs or designee will conduct a formal review of the appeal as presented by the student, including review of relevant operational policy, review of information provided by the faculty member, and review of the decision by the Dean.

The formal review and decision by the Vice President of Academic Affairs or designee must be completed within 10 business days of the receipt of the student's written appeal. The decision must be communicated in writing to all involved parties. The decision of the Vice President of Academic Affairs or designee is considered final.

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## **RESOURCE RECOMMEND**

Academic Complaints information and form: <http://www.yc.edu/academiccomplaints>

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## **OPERATIONAL POLICY HISTORY**

Adopted November 5, 2013

Revised 05/04/2018; Effective 07/01/2018

Revised to "Operational" Policy, owner reassigned, and changed Vice President for Instruction and Student Development to Vice President of Academic Affairs 3/5/2021

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