CT STATE COMMUNITY COLLEGE

Academic Appeal Form: Procedural Information

There are three procedural options for responding to a student's campus-level review of the assignment of a grade or other decision affecting academic status: Regular Appeal, Expedited Non-Clinical Appeal, and Expedited Clinical Appeal. For all three options, Step 1 of the campus-level appeal process will not take place prior to the posting of final grades.

The Regular Appeal Procedure should be followed if the grade being appealed would not prevent a student from graduating, transferring, or progressing in their designated program the following semester or term. The regular appeal procedure would likely be completed within 40 business days of the start of the next full academic semester.

The Expedited Non-Clinical Appeal Procedure should be followed if the grade being appealed is from a non-clinical program and would prevent a student from graduating, transferring, or progressing in their designated program the following semester or term. The expedited (non-clinical) appeal procedure would likely be completed within 15 business days from the posting of the official final grade.

The Expedited Clinical Appeal Procedure should be followed if the grade being appealed is for a specialized course in a clinical program and would prevent a student from graduating, transferring, or progressing in their designated program the following semester or term. The expedited clinical appeal procedure would likely be completed within 10 business days from the posting of the official final grade plus, if applicable, any additional days required for the completion of program-level appeal procedures stipulated by specialized accredited clinical programs. Some clinical programs may permit program-level appeal procedures to be completed prior to the posting of the official final grade; however, Step 1 of the campus-level appeal process will not take place prior to the posting of final grades.

Students may reach out to their Guided Pathways Advisor and/or program advisor for assistance in navigating the appeals process.

Regular Appeal Procedure:

Procedure to be followed if the grade being appealed would not prevent a student from graduating, transferring, or progressing in their designated program the following semester or term.

1. The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within ten business of the posting of the official final grade.

   If the matter is not satisfactorily resolved or the instructor is not available, the student may refer the matter to the Campus Dean of Students and Faculty, Campus Dean of Faculty, or the Dean's designee, by filing a written appeal using the CT State *Academic Appeal Form: Student Application (Form A)*. The written appeal must be filed with the Dean within twenty business days of the posting of the official final grade.

2. Upon receipt of Form A, the Dean (or the Dean's designee) shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive

relevant information from the instructor responsible for the decision. To be considered as part of the appeal, the CT State *Academic Appeal Form: Instructor Response (Form B)* must be received no later than the first day of the following full semester.

3. The Dean (or the Dean's designee) will refer the appeal to an ad hoc Campus Academic Appeals Committee. The committee will meet within ten business days of the start of the next fall or spring academic semester. The committee shall be comprised of:

    - 4 Campus Faculty members (preferably from campus where the grade appeal originated, but faculty from other campuses may be used if no campus faculty are available)
    - 1 Campus Enrollment Management/Student Affairs member
    - 1 Campus Dean of Students and Faculty, Campus Dean of Faculty, or designee *(non-voting ex officio)*

    All voting members are selected ad hoc by the Campus Dean of Students and Faculty, Campus Dean of Faculty (or designee) with training prior to serving on the committee.

4. The recommendation of the CT State *Academic Appeal Form: Appeal Committee/Faculty Response (Form C)* is forwarded to the Campus President, or President's designee, within twenty business days of the start of the semester.

5. A final decision regarding the appeal is made by the Campus President, or President's designee. The student will be notified in writing of the final decision within forty business days of the start of the semester.

6. The time frames provided herein may be modified by the Campus President, or President's designee, for good cause shown.

<u>Expedited Non-Clinical Appeal Procedure:</u>
Procedure to be followed if the grade being appealed is from a non-clinical program and would prevent a student from graduating, transferring, or progressing in their designated program the following semester or term.

1. The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within three business days of the posting of the official final grade.

2. If the matter is not satisfactorily resolved, or the instructor is not available, the student may refer the matter to the Campus Dean of Students and Faculty, Campus Dean of Faculty, or the Dean's designee, by filing a written appeal using *Academic Appeal Form: Student Application (Form A)*. The written appeal must be filed with the Dean within six business days of the posting of the official final grade.

3. Upon receipt of such appeal, the Dean (or the Dean's designee) shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. To be considered as part

of the expedited appeal, *Academic Appeal Form: Instructor Response (Form B)* must be received no later than three days from the submission of the student's written appeal.

4. The Dean (or the Dean's designee) will refer the matter to an expedited ad hoc Campus Academic Expedited Non-Clinical Appeals Committee. The expedited committee will meet within three business days. The expedited committee shall be comprised of:

    - 2 Faculty members (preferably from campus where the grade appeal originated, but faculty from other campuses may be used if no campus faculty are available)
    - 1 Campus Enrollment Management /Student Affairs member
    - 1 Campus Dean of Students and Faculty, Campus Dean of Faculty, or designee *(non-voting ex officio)*

    All voting members are selected ad hoc by the Campus Dean of Students and Faculty, Campus Dean of Faculty (or designee) with training prior to serving on the committee.

5. The recommendation of the Academic Expedited Non-Clinical Appeals Committee, *Academic Appeal Form: Appeal Committee/Faculty Response (Form C)*, is forwarded to the Campus President, or President's designee, within three business days.

6. A final decision regarding the appeal is made by the Campus President, or President's designee. The student will be notified in writing of the final decision within three business days of the Campus President, or President's designee, receiving the appeals committee recommendation.

7. The time frames provided herein may be modified by the Campus President, or President's designee, for good cause shown.

<u>Expedited Clinical Appeal Procedure:</u>
Procedure to be followed if the grade being appealed is for a specialized course in a clinical program and would prevent a student from graduating, transferring, or progressing in their designated program the following semester or term.

1. For clinical program appeals, any program-level appeal procedures stipulated by specialized accredited clinical programs must be completed prior to the initiation of the campus-level appeal. Some clinical programs may permit program-level appeal procedures to be completed prior to the posting of the official final grade; however, the campus-level appeal process will not take place prior to the posting of final grades and the program-level appeal process must be initiated no more than two business days from the posting of the official final grade. If no program-level appeal procedures are required for a clinical program, the grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within two business days of the posting of official final grade.

2. If the matter is not satisfactorily resolved or the instructor is not available, the student may refer the matter to the Campus Dean of Students and Faculty, or the dean's designee, by filing a written appeal using *Academic Appeal Form: Student Application (Form A)*. The written appeal must be filed with the Dean within two days of completion of step 1.

3. Upon receipt of such appeal, the Dean or the Dean's designee shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. To be considered as part of the expedited appeal, *Academic Appeal Form: Instructor Response (Form B)* must be received no later than two days from the submission of the student's written appeal.

4. The Dean, or the Dean's designee, will refer the matter to an expedited ad hoc Campus Academic Expedited Clinical Appeals Committee. The expedited committee will meet within two business days. The expedited committee shall be comprised of:
    - 2 Faculty members from clinical programs (preferably from campus where the grade appeal originated, but faculty from other campuses may be used if no campus faculty are available)
    - 1 Campus Enrollment Management /Student Affairs member
    - 1 Campus Dean of Students and Faculty, Campus Dean of Faculty or designee *(non-voting ex officio)*

    All voting members are selected ad hoc by the Campus Dean of Students and Faculty, Campus Dean of Faculty (or designee) with training prior to serving on the committee.

5. The recommendation of the Academic Expedited Clinical Appeals Committee, *Academic Appeal Form: Appeal Committee/Faculty Response (Form C)*, is forwarded to the Campus President, or President's designee, within two business days.

6. A final decision regarding the appeal is made by the Campus President, or President's designee. The student will be notified in writing of the final decision within two business days of the Campus President, or President's designee, receiving the appeals committee recommendation.

7. The time frames provided herein may be modified by the Campus President, or President's designee, for good cause shown.