POLICY

An appeal is a request for an exception to college policy or is submitted to dispute a decision made by a faculty member, college committee or administrator regarding the *implementation of policy*.

Students who wish to file an appeal must follow the procedures detailed in this policy.

Academic Appeal	Academic Affairs Committee
Admission Appeal	Admission Committee
Financial Aid Appeal	Financial Aid Committee
Title IX Appeal	President
Code of Conduct Appeals	College Appeals Board
Fees or Fines Issue/Policy	College Appeals Board
Other Policies	College Appeals Board

Decisions of the Student Conduct Review Board (SCRB) are final. Appeals cannot be filed against the board's decision. Due process appeals are allowed, when applicable, for cases that have been reviewed by the SCRB.

Appeals must be submitted in writing to the Office of Academic Affairs and must include the following information:

1. Names of the individual filing the appeal.
2. Date the appeal is submitted.
3. Reason for the appeal.
4. Details of any extenuating circumstances that would suggest that an exception to college policy be made or that an appeal should be considered.
5. Additional evidence/documentation or information relevant to the situation should be attached.
6. Signature(s) of the individual(s) submitting the appeal.
7. Contact information (address, email and telephone number) for the individual submitting the appeal.
8. If applicable, a plan of action that the student believes will ensure their ability to achieve satisfactory academic progress in future quarters, if given an opportunity to remain enrolled.

Once the required information is received, the Office of Academic Affairs will forward the appeal to the applicable committee or board chair. The chair is responsible for reviewing the information to determine if the committee or College Appeals Board (CAB) will hear the appeal. If it is determined the committee or CAB will do so, the chair will then begin the process of convening their respective committee or board. **The decision of the CAB is final.**

APPEAL

An individual may file an appeal with the executive vice president (EVP), based upon evidence that due process was denied. If an individual has an academic issue, the appeal may be filed with the provost/chief academic officer (CAO).

The appeal must be submitted in writing to the EVP/CAO within two (2) class days of receipt of the decision and must include:

1. Date of appeal submission to the EVP/CAO.
2. Name(s) of the individual(s) filing the appeal
3. A specific outline of the alleged errors in due process.
4. Copy of the committee's or administrator's written decision
5. All material submitted in the original appeal
6. Signature(s) of the individual(s) submitting the appeal
7. Contact information (address, email and telephone number) for the individual(s) submitting the appeal

Within five (5) class days, the EVP/CAO will review the appeal and determine if due process was denied. If the EVP/CAO determines that due process was not denied, the individual(s) will receive a letter of notification that the decision of the committee or administrator stands. If the EVP/CAO determines that due process was denied, they will meet with the individual(s) and the respective committee chair/administrator.

The EVP/CAO will provide a decision to the individual(s) and the respective committee chair/administrator within five (5) class days.

Note: The college reserves the right to extend the time limits in the process should the pertinent individuals not be available.

Also see: Policy 8028 College Appeals Board