

NORTHWOOD TECHNICAL COLLEGE



ADMINISTRATIVE PROCEDURE: I-500A TITLE: [Academic Appeals](#)

CROSS-REFERENCE(S):

I-500 (Administrative Policy – Academic Appeals)
I-520 (Administrative Policy – Academic Misconduct)
I-520A (Administrative Procedure – Academic Misconduct)
Academic Appeals Request Form/Information Sheet (see Northwood Technical College Forms database)

Academic Appeals Procedure

- All formal appeals for final course grade must be initiated via formal written petition using the Northwood Technical College (College) Academic Appeals Request Form no later than 6 weeks from the end of the course.
- All formal appeals for credit for prior learning or satisfaction of graduation requirements must be initiated via formal written petition using the Northwood Technical College Academic Appeals Request Form no later than six (6) weeks after the action was communicated to the student.
- The Academic Appeals Request Form is available for students on the portal in a downloadable format or in hard copy from the Student Affairs Office.

Student Rights

- The right to appeal institutional decisions that affect their academic standing or progress.
- The right to present information relevant to the appeal.
- The right to appear with an advisor. Since this appeal process is not a judicial process, no legal representation is part of the process. The appeal process is an educational process. The student's advisor must be selected from the College. This advisor may be a counselor, instructor, dean, or other College staff member. The advisor may attend informal and formal appeal proceedings to counsel the student and suggest questions.

Students in the Division of Allied Health, EMS, and Nursing or the Law Academy should refer to their program handbooks for guidance on academic appeals. Owing to requirements placed on programs by external accrediting bodies, those requirements may supersede the processes described here; students in these programs must follow the processes described in their program handbooks.

APPEAL PROCESS

Informal Review

1. Before any formal grade appeal is filed, the student is required to meet with the faculty member to clarify and to attempt to resolve the disputed grade. Students with credit for prior learning or satisfaction of graduation requirement appeals, must contact the Registrar to discuss the issue.
2. In the event that a final grade issue cannot be resolved with the faculty member, the student must contact and meet with the Dean and/or Director of the program to attempt to resolve the issue. If credit for prior learning or satisfaction of graduation is the issue, move directly to the Formal Review.

Formal Review

If the issue is still not resolved, the student may file a formal appeal.

In the following process, “business days” refers to Monday through Friday not including days that the College is closed. The Vice President, Academic Affairs has the authority to extend any specified deadline due to extenuating circumstances; this extension must be given to the student in writing.

The guiding principles for an appeal is a violation of the student's due process, an error in the application of the prescribed process, or additional evidence/information not previously considered that would have a direct impact on decisions that were made. Dissatisfaction with the decision is not grounds for appeal.

Administrative Procedure

1. The student must submit a formal, written appeal utilizing the Northwood Technical College Academic Appeals Request Form with any appropriate supporting documentation to the Vice President, Academic Affairs.
2. The Vice President, Academic Affairs will conduct a preliminary review of the request to determine if the appeal meets the prescribed standards for an appeal. The Vice President, Academic Affairs will notify the student within five (5) business days if the appeal has no merit. The decision of the Vice President, Academic Affairs is final.
3. If the appeal has merit, an Academic Appeals Committee will then review the appeal to determine if it merits further consideration. The Academic Appeals Committee is appointed by the Vice President, Academic Affairs who also chairs the committee. The membership should include one Student Affairs representative, one Academic Program Dean, two faculty, and the Registrar.

The Academic Appeals Committee will also review a credit for prior learning or satisfaction of graduation requirements appeals to determine if they merit further consideration. The committee is appointed and chaired by the Vice President, Academic Affairs, and the membership is one Academic Program Dean, one Student Affairs representative, two faculty, and the Vice President, Student Affairs.

Committee members will be selected to provide objectivity and/or relevant knowledge or experience.

- a. If the appeal has no merit, all persons involved in the appeal will be notified within 14 business days of receipt of written appeal. The appeal will be dropped at this stage. The decision will be final.
- b. If the appeal has merit, the committee will:
 - 1) Act on the appeal within 30 business days of the decision to investigate the appeal. The committee will schedule a hearing at the student's campus to make it convenient for the student to attend part of the review. This scheduled date is communicated to all involved parties.
 - 2) The committee reviews the appeal and conducts a hearing with the student and other appropriate staff (if necessary).
 - 3) The committee will deliberate and make the final decision on the matter, preferably by group consensus. If consensus cannot be reached, a vote will be taken. A majority vote decides the appeal. All discussions will be kept confidential by group members.
 - 4) Within five (5) business days of the committee's action, the student will be contacted through the student's College email address by the Vice President, Academic Affairs outlining the final decision.

Template for Decisions of Academic Appeals Board Hearing

The written record of the process need not include a lengthy opinion. It is advisable to provide at least a little more information than the "yes or no" conclusion. The Academic Appeals Committee could state, "The committee has carefully considered the testimony of all persons who provided information to the committee and considered all documents received. The credibility of each witness and the relevance and importance of all information was evaluated." This will enable a subsequent reviewer to respect the factual determinations made by the committee.

The completed Northwood Technical College Academic Appeals Request Form and the committee's final decision will be imaged and kept in the student's academic record. The Registrar will maintain an electronic and paper file for three years of all academic appeals and their outcomes.

Questions regarding this policy should be directed to the Vice President, Academic Affairs.

Procedure Adopted: May 8, 2007

Procedure Revised: July 14, 2009
December 4, 2018

Procedure Reviewed: January 28, 2020



PRESIDENT
NORTHWOOD TECHNICAL COLLEGE