



Where Your Future Is Waiting

POLICY NUMBER: AA 1001

Title:	Academic Appeals
Effective Date:	May 3, 2019
Last Revision Date:	
Office:	Academic Affairs

Academic Appeal

Central Louisiana Technical Community College provides procedures for students to appeal academic standing and semester grades.

Appeal of Academic Standing

A student who believes that his/her academic standing (probation or suspension) does not reflect the quality or quantity of effort put forth, or which is the result of extenuating circumstances, may appeal his/her standing to the Academic Standing Appeals Committee. The student must submit a letter to this committee stating the reasons why the academic standing should be re-evaluated. The committee will hold a meeting at which time the student's written appeal will be presented. The student will be notified of the committee's decision. A student who is placed on academic suspension for two or more times is suspended for two regular semesters. The student cannot appeal the suspension after two or more suspensions.

The student will submit a formal letter of appeal to the Admissions/Registrar's office at least one week prior to the start of the session. The letter must: 1) explain the mitigating circumstances inhibiting your academic progress and 2) explain the steps the student has taken or changes that have occurred that will improve their academic success. Documentation of mitigating circumstances should be submitted with the letter.

Appeal of a Reported Grade

A student has 45 calendar days from the final posting of a grade to appeal a final course grade received. After 45 days, a student forfeits the right to appeal. Note: This policy does not apply to students disputing grades received on exams, assignments, research papers, clinical rotations, etc. Those types of grade disputes must be resolved between the faculty member and the student within the same semester. This policy does not apply to grades students received due to suspension for non-attendance.

Students should review their grades for accuracy at the end of each semester. If a student feels there is an error, he or she should contact the course instructor no later than the end of the second week of the following semester, or one week prior to the beginning of the next semester if the course is a prerequisite. If an incorrect grade was recorded, the instructor must complete a Grade Change Request form and submit the completed form to the Registrar's Office. If a student is unable to contact the instructor, or if there is no resolution, the student should discuss the grade with the program dean. If conversation with the program dean does not satisfactorily resolve the matter, the student should follow the procedure for grade appeals:

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Grade Appeal Process:

- 1) The student will submit a formal letter of appeal to the Dean of the appropriate division stating the exact nature of the appeal.
- 2) Upon receiving the appeal, the Dean will review the appeal to ensure that the submission was within the required timeline. He or she will then notify the instructor that an appeal has been made and request that course information and grade documentation be provided for evaluation by the Academic Appeals Committee. Membership of this committee shall include the following:
 - a) Dean of the division (or designee), who is a non-voting member
 - b) A student services representative appointed by the Director of Student Services
 - c) A faculty member from an academic division not involved in the appeal; this representative is appointed by the Vice Chancellor of Academic Affairs
 - d) A faculty member from the division involved in the appeal; the instructor whose grade is being reviewed cannot serve on this committee
 - e) A student from the division involved in the appeal
- 3) The Academic Appeals Committee will meet within two weeks of receiving the appeal to review the student's appeal letter and the instructor's course syllabus, grade book, student's assignments and assessments, criteria used for determining grades, and other relevant documentation.
- 4) The committee will make a decision as to the disposition of the appeal. A formal vote will be taken to determine the outcome of the appeal and issue a decision by at least a majority vote. If the decision of the committee is to change the grade, only the faculty members and the Dean whose division is involved will decide what that change will be. The Academic Appeals Committee will then complete the Grade Change Request form and submit it to the Vice Chancellor of Academic Affairs for processing.
- 5) The Vice Chancellor of Academic Affairs will notify the student and instructor in writing as to the disposition of the appeal within five working days of the committee's decision.
- 6) Further appeal, if desired by either party, will be presented to the Chancellor.
- 7) Decisions of the Chancellor are final.
- 8) The Registrar and Vice Chancellor of Academic Affairs will maintain all documentation regarding the appeal.

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Policy Reference: LCTCS Academic Status 1.020

Review Process:

Reviewing Council/Entity	Review Date
Vice Chancellor of Academic Affairs	04/24/2019
Executive Vice Chancellor of Student Affairs	05/03/2019
Vice Chancellor of Workforce	05/03/2019
Vice Chancellor of Finance and Administration	04/25/2019
Chancellor	05/03/2019

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