

ACADEMIC APPEALS

In order to be fair and guarantee students due process, Surry Community College recognizes the need for an Academic Appeal Policy. The adoption of an Academic Appeal Policy does not relieve students of making every effort to resolve a complaint before an appeal to the next authority. Students should recognize that faculty members have the right and responsibility to determine the assessments and grading procedures for their classes using their professional judgment. Students have grounds for an appeal if they believe a grade has been awarded capriciously, arbitrarily, or prejudicially. This policy does not apply to allegations of harassment or discrimination. Such allegations are governed by the Harassment and Discrimination Policy. Disciplinary-related appeals are handled through the Disciplinary Appeal Policy.

Appeal Procedure

For any academic issue occurring in or otherwise related to the classroom, students are to implement the following procedure:

- A. Schedule within five (5) days following the occurrence an appointment with the instructor to discuss the action in question.
- B. If not resolved with the instructor, schedule within five (5) days of the appointment with the instructor an appointment with the respective division chair.
- C. If the matter is not resolved, submit to the appropriate dean within five (5) days of the division chair appointment a written request for an appeal conference. This request should include a brief summary of the issues in question and the reasons for the appeal.
- D. Within five (5) days of receiving the written request, the dean shall conduct an appeal conference with the student and the instructor. The dean shall determine in his/her sole discretion whether or not any other person(s) is (are) to be present at this conference. The dean may make and enforce such other procedural rules regarding this conference as he/she deems appropriate. The dean shall issue a written decision within five (5) days following completion of the conference. A copy of the decision shall be delivered to the student and the instructor and the original shall be filed with the Vice President for Curriculum Programs/Chief Academic Officer (CAO).
- E. If a student is not satisfied with the decision from the appeal conference held with the dean, the student may appeal the decision to the Appeal Council. Written notice of appeal must be submitted to the Vice President for Curriculum Programs/CAO within ten (10) days following receipt of the decision.

Academic Appeal Council

The Academic Appeal Council is composed of the Vice President for Curriculum Programs/CAO, the Vice President for Student Services, three (3) independent and unbiased faculty representatives selected on an ad hoc basis by the president or an officer of the Faculty Senate, and a student representative selected by the Vice President for Curriculum Programs/CAO.

Scheduling of the Appeal

The Academic Appeal Council shall conduct an appeal within ten (10) days following its receipt of the student's written request.

Notice of the Appeal

Written notice of the date, time, and place of the appeal shall be given to the student and the affected faculty member not less than three (3) days prior to the date of the appeal.

Appeal Proceedings

At the appeal the student and respondent may present evidence and arguments. The Academic Appeal Council shall determine whether or not other persons may participate in this appeal and shall announce and enforce such time limitations or other procedural rules regarding the conduct of the appeal as it deems appropriate. The committee will hold its deliberations in closed session in accordance with Open Meetings Law unless otherwise requested in writing by the student. Neither the college nor the student will be permitted to have legal representation during the grade appeal session. The decision of the Academic Appeal Council shall be based solely upon the evidence presented at the appeal. In the event of a split decision, the Vice President for Curriculum Programs/CAO will cast the deciding vote. The Academic Appeal Council shall issue its decision within ten (10) days following completion of the appeal.

Notification of the need to extend this time period shall be given by the Academic Appeal Council to all parties.

The decision of the Academic Appeal Council is binding and may not be appealed.

Day; Time Limitations

For purposes of this policy, the term "day" is defined as a regularly scheduled working day and does not include weekends, holidays or other days in which the College is not open for regular business transactions. The time limitations specified in this policy may not be extended except for extraordinary cause not within the control of the party requesting the extension.

Prohibition Against Retaliation and Abuse of the Policy

Retaliation against any person who in good faith exercises his/her rights under this policy is strictly prohibited. Any complaint of retaliation is to be made to the Vice President for Curriculum Programs/CAO within ten (10) days from the act upon which the complaint is based. If the complaint of retaliation is against the Vice President for Curriculum Programs/CAO, it is to be filed with the President of the College.

-Adopted June 14, 1976; Amended August 19, 1996; Revised by the Board of Trustees, March 10, 2014