



**Cochise College
Administrative Policy**

**Category: Instruction Policy
Number: 3011
Title: Academic Appeals**

Students have the opportunity to appeal grades based on performance and on exceptions to college policy. Students also have the opportunity to appeal decisions based on student academic integrity and allegations of academic dishonesty.

Student evaluations and assignments of final course grades are the responsibility of the faculty. The instructor is accountable for any and all grades assigned to students; therefore, each instructor shall maintain records to support student evaluations and grades.

**Procedure 3011.1
Appeal Based on Performance**

A student may request that an assigned grade be changed. Students should first discuss their grade with their instructor, either in person or by email. If that discussion does not resolve the student's complaint, then the procedure in the following chart shall be used.

Notes:

1. The change must be requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned.
2. An instructor may not change an F grade to a W grade in those cases that the student did not follow the proper procedures for dropping the course.
3. If the instructor of record is no longer available, then the Academic Dean for the discipline shall complete the instructor's portion of the appeal process.
4. Certain programs may have additional appeal procedures imposed from an outside accrediting body. In such cases, those procedures will be incorporated into the college's procedure in such a way as to satisfy both requirements and protect the student's right of appeal.

	Person Responsible	Action	Possible Results
1	Student appeals grade to Academic Dean.	Sends the Academic Appeal Form, a formal notice of appeal, and all evidence to the Academic Dean responsible for the discipline.	<p>The Dean has five academic days* to consider the appeal. By the end of the fifth day, the Dean must:</p> <p>A. grant the appeal and submit a change of grade form. B. deny the appeal.</p> <p>Either way, the Academic Dean must notify the student and instructor of the decision in writing within three academic days of making the decision.</p> <p>* Deadlines can be adjusted by mutual consent.</p>
2	Student or instructor appeals the Academic Dean's decision.	<p>Sends all appeal documentation to the Dean who is the co-chair of the Academic Standards Committee.</p> <p>This information must get to the Dean within five academic days from the conclusion of the previous step. Note: if the appeal was first heard by the Dean who is the co-chair of the Academic Standards Committee, then it shall be sent to the other co-chair for the committee's review.</p>	<p>A 3-person subcommittee selected by either of the co-chairs of the Academic Standards committee will hear the appeal as soon as possible after the appeal is requested.</p> <p>If the subcommittee votes to change the student's grade, then the Dean who is the co-chair of the Academic Standards committee will submit a change of grade form to the Registrar.</p> <p>The Dean who is the co-chair of the Academic Standards committee will notify the student, instructor, and Academic Dean of the decision in writing within five academic days following the hearing.</p> <p>The Academic Standards committee is the final authority for appeals based on performance.</p>

Note: The grade appeal process is an academic process unique to a community of scholars and is not modeled on criminal or civil legal proceedings; however, if the process continues to the formal grade appeal hearing, the student may be accompanied by an advisor. The advisor may be an attorney; however, the advisor may not participate in the hearing.

**Procedure 3011.2
Appeal Based on Exceptions to College Policy**

In those cases in which the grade received by the student is the result of a college policy rather than an instructor’s evaluation of performance in a course (e.g., an “F” resulting from failure to remove an “I” in the time allowed or failure to officially drop a course or a grade appeal after an extended period of time), the student’s written appeal should be directed to the Academic Dean who will render a decision.

**Procedure 3011.3
Appeal Based on Student Academic Integrity**

Students are expected to exhibit academic integrity in all course work. When it appears that there has been an act of academic dishonesty, the instructor presents the student with the allegation of academic dishonesty and any evidence supporting that allegation and informs the student of the intended sanction (consistent with sanctions as specified in the course procedure sheet). The student should be allowed to present evidence of his/her innocence and must be informed of his/her rights of appeal.

Notes:

- A student must be allowed to continue to attend the class in which dishonesty has been alleged until the right of appeal has been exhausted unless the student has been officially suspended in accordance with policy 3010.
- A student cannot avoid a failing grade by dropping the course.

If the matter CAN be resolved between the instructor and the student	If the matter CANNOT be resolved between the instructor and the student
If the student accepts or elects not to appeal the instructor’s decision, the instructor is required to report the incident as outlined in Policy 3010.	<p>If the student is considering appealing the instructor’s decision, the instructor must provide the student with a written summary of the alleged incident and the intended sanction and send a copy to the Academic Dean. The written summary should inform the student that he/she may appeal the allegation of academic dishonesty by submitting to the Academic Dean a written summary of the grounds for appeal within five academic days of receiving the instructor’s summary.</p> <p>The appeal steps are the same as identified in Procedure 3011.1</p>



Note: An Academic Integrity Hearing as conducted by the Academic Standards committee is an academic process unique to a community of scholars and is not modeled on criminal or civil legal proceedings; however, a student against whom an allegation has been lodged may be accompanied by an advisor. The advisor may be an attorney; however, the advisor may not participate in the hearing.

At any step of the appeals process, any of the individuals may revoke the sanction imposed and must notify the involved individuals of the action (e.g., the Academic Dean must notify the student, the registrar and the instructor of his/her decision).

No grade-related sanction may be imposed until a student admits misconduct and/or forgoes appeal rights or is found in violation after a formal hearing. If an academic integrity matter is pending at the end of a semester, the instructor should assign an Incomplete (“I”) in the course until the matter is resolved. The instructor may impose a sanction of “F” even if the student drops the class, including drops that occur prior to the no-penalty drop deadline.

Procedure 3011.4 Other Academic Appeals

A student may petition the Academic Dean in order to:

1. enroll for more units in one semester than normally allowed.
2. use a non-standard course to fulfill area requirements for graduation.
3. delete or substitute one or more courses from an approved program in order to graduate.
4. transfer into Cochise College more than the normally allowed number of units toward graduation.

The Academic Dean may refer the petition to the Academic Standards Committee.