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TITLE: Academic Appeals

EFFECTIVE DATE: August 29, 2016

LAST REVISION: Initial Policy

Policy No. 1.4340

Policy Statement

An Academic Appeal (not including student grievances per BRCC Policy No. 5.560) may be initiated by the student for academic issues that may include, but not be limited to: grade change, retroactive withdrawal request, contest of an awarded grade, course substitution, general academic issues, faculty member issues, and other academic issues arising from extenuating circumstances not addressed in Student Grievance, Title IX and Sexual Misconduct, Sexual Harassment, and other College policies. A final grade for a course officially entered into the student management system may be changed by a faculty member issuing the grade unless otherwise resolved through the appeal process or in the case of institutional error.

Procedure

Informal Appeal:

- Students should first discuss the issue with the faculty member involved as an informal step to resolution of the issue.
- If the issue is not resolved, the student should make an appointment to meet with the appropriate Department Chair to discuss the issue within ten (10) business days from the date of the issue. Every effort will be made at this stage to mediate and resolve all informal appeals.
- The Department Chair will notify the student in writing within five (5) business days of the conclusion of the informal appeal proceedings.

Formal Appeals:

First Level:

- If the issue is not resolved at the informal stage or the issue is of a nature that resolution at the informal stage is not possible, the student may complete an Academic Appeal form and submit the completed form along with attached additional documentation to the Office of the Vice Chancellor for Academic Affairs (VCAA) within ten (10) business days of the notification of the outcome of the informal process or ten (10) business days from the date of the academic issue giving rise to the appeal. Academic Appeal forms are available on the BRCC website or the Office of the VCAA.
- Submission of the Academic Appeal form constitutes a formal request for a review of the academic issue.
- The Office of the Vice Chancellor for Academic Affairs will forward the matter to the appropriate academic Dean for review and resolution.
- The Dean will review material submitted by the student and will conduct a review of the circumstances surrounding the appeal.
- The Dean will schedule a meeting with the student to afford the student the opportunity to review the matter in detail.
- The Dean will notify the student in writing within five (5) business days of the conclusion of the formal appeal proceeding.




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Second Level

- If the student does not feel the matter is resolved to their satisfaction, the matter may be referred to the Vice Chancellor for Academic Affairs (VCAA). No appeals will be considered by the VCAA until all informal and initial appeal at the level of the Dean have been conducted.
- Academic appeals to the VCAA will be conducted through convening an Academic Appeals Committee meeting in which the student will have an opportunity to discuss the matter with the Committee. Appeals will be considered by the Academic Appeals Committee under the following circumstances:
 1. Failure to follow provisions of this or other applicable procedures with such failure resulting in prejudice to the student;
 2. Excessively severe sanction(s);
 3. Newly discovered evidence that could not reasonably have been discovered prior to the hearing.
- Decisions on Academic Appeals made by the Academic Appeals Committee are final.

Grade change requests must occur within the following semester (including summer) of the original grade issuance. After the one-semester period, a request for review of grade will not be granted unless there are unusual circumstances that were not known within the designated petition period or as determined appropriate by the Division Dean.

Source of Policy: AA
 Related Policy: LCTCS
 Approved by: 
 Chancellor: Dr. Dennis F. Michaelis

Responsible Administrator: VCAA
 LCTCS Policy Reference: None
 LCTCS Guideline Reference: _____
 Date: 08/29/2016



Baton Rouge Community College Academic Appeal Form

Office of Vice Chancellor for Academic Affairs
201 Community College Dr
Baton Rouge, LA 70806

Name: _____
 Student ID: _____
 BRCC Email Address: _____
 Phone Number: _____

Semester you are requesting an appeal:
 Year _____
 Fall
 Spring
 Summer

ATTENTION STUDENTS: Submitting this form does not guarantee your request.

INSTRUCTIONS: Complete steps 1-3 below, and submit this completed form with all supporting documentation to the Office of the Vice Chancellor for Academic Affairs. Submission of incomplete appeals or appeals without documentation will be DENIED.

STEP 1: Please Indicate Type of Appeal: (select all that apply)

- _____ **Grade Change**
 – List course, CRN, and semester. (Ex: Math 101, CRN 12345, fall 2015) _____

- _____ **Retroactive Withdrawal for Extenuating Circumstances**
 – List course, CRN, and semester. (Ex: Math 101, CRN 12345, fall 2015) _____

- _____ **Course Substitution (Generally reserved for request for reasonable accommodation for disability- see Office of Counseling and Disability Services)**

- _____ **Other Academic Issues – (* Briefly explain)**

STEP 2: APPEAL STATEMENT AND SUPPORTING DOCUMENTATION: Attach a typed statement describing the circumstances regarding your appeal. You will need to document this situation.

ATTACH A TYPED STATEMENT (Handwritten notes will NOT be accepted)

EXTENUATING CIRCUMSTANCES: Extenuating circumstances are considered to be significant life experiences that impacted your emotional and/or physical health so much that you were unable to make good academic progress.

Examples of significant extenuating circumstances are below and should include supporting documentation:

- Medical Illness and/or injury (supported by medical documentation)
- Death in Immediate Family: parent, spouse, child, grandparents, siblings, aunts or uncles (supported by copy of death certificate AND/OR obituary)
- Call to active military duty (supported by copy of military orders)
- Legal problems or police matters
- Foreclosure or eviction
- Documentation from Faculty member for last date of attendance

STEP 3: CERTIFICATION: I certify all the above information submitted is accurate. I further understand that incomplete appeal forms, including those with missing or insufficient documentation, will be DENIED. I fully understand that approved appeals could have conditions established in the approval of the appeal, and that those conditions must be met.

Student Signature: _____ **Date:** _____

Please review completed Checklist before submitting to the Office of the Vice Chancellor for Academic Affairs.

- _____ Completed Appeal Form
- _____ Typed appeal letter detailing extenuating circumstances
- _____ Supporting Documentation

Dean Review Decision

<input type="checkbox"/> Approved
<input type="checkbox"/> Denied

Dean's Name Print _____

Dean's Signature _____ Date __/__/__

This section is to be completed only if the first level of appeal has been deemed unsatisfactory by the student. The VCAA will convene an Academic Appeals Committee. See BRCC policy 1.4340 for additional details of the process.

Committee Review Decision

<input type="checkbox"/> Approved
<input type="checkbox"/> Denied

Committee Members Signature:

_____ Date: __/__/__

_____ Date: __/__/__

_____ Date: __/__/__

_____ Date: __/__/__

_____ Date: __/__/__

_____ Date: __/__/__
