



**POLICY TITLE**  
*Academic Appeal*

**POLICY NUMBER**  
1.4340

<b>Responsible Office:</b> <i>Academic and Student Affairs</i>	<b>Effective Date:</b> <i>06/27/2018</i>
<b>Responsible Official:</b> <i>Vice Chancellor for Academic and Student Affairs</i>	<b>Last Reviewed Date:</b> <i>12/20/2019</i>
<b>Policy Classification:</b> <i>Academic and Student Affairs</i>	<b>Origination Date:</b> <i>09/19/2017</i>

**I. POLICY STATEMENT**

An Academic Appeal may be initiated by the student for academic issues that may include: final grade change, retroactive withdrawal request, and other academic issues arising from extenuating circumstances not addressed in Student Grievance, Title IX and Sexual Misconduct, Sexual Harassment, and other College policies.

**II. POLICY RATIONALE AND SCOPE**

The Academic Appeal policy is a formal process that ensures that students have the right to initiate an appeal for a course grade, as well as due process for that appeal. The scope of the policy shall be College-wide. Before invoking the appeals procedures, students are encouraged to speak informally to their instructors or academic administrative personnel (e.g. department chair up to dean) about any grade determination or grade about which they have questions. 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.

**III. POLICY AUDIENCE**

This policy applies to all BRCC faculty, staff, and students.



#### **IV. POLICY COMPLIANCE**

The policy provides students with due process for appealing course grades. Failure to follow the policy procedures by College faculty and staff would deny students due process. Students who do not follow the procedures, including but not limited to adhering to timeline and providing supporting documentation, may have their appeal denied on those grounds.

#### **V. POLICY DEFINITIONS**

***Retroactive withdrawal*** – withdrawal from a course that occurs after the posted last day to withdraw with a grade of “W.”

***Student management system*** - the College system for electronic posting of grades and otherwise managing student information.

#### **VI. POLICY IMPLEMENTATION PROCEDURES**

Students wishing to file an academic appeal and faculty and academic administrative personnel shall follow the *Academic Appeal Procedures*, which may be obtained on the College website or in the Office of the Vice Chancellor for Academic and Student Affairs. The Vice Chancellor for Academic and Student Affairs shall appoint an Appeals Officer, who will coordinate the process for appeals that are either a) final grades appealed beyond the dean’s decision or b) retroactive withdrawals.

#### **VII. POLICY RELATED INFORMATION**

BRCC Policy 1-4350, *Academic Standing*

*Academic Appeal Procedures*

*Academic Appeal Form*

#### **VIII. POLICY EXCEPTIONS**

There are no exceptions to this policy. This policy is not intended to include financial aid appeals or refund requests.

#### **IX. POLICY HISTORY AND REVIEW CYCLE**

This is a revised policy. The effective date of this policy is determined by the approval date of the College’s Chancellor. This policy is subject to the College’s standard three-year policy review cycle, which commences after the effective date of the policy.



**X. POLICY URL**

[https://www.mybrcc.edu/about\\_brcc/policy\\_index/academic\\_affairs\\_policy/policies/14340AcademicAppealPolicyandProcedure20180627.pdf](https://www.mybrcc.edu/about_brcc/policy_index/academic_affairs_policy/policies/14340AcademicAppealPolicyandProcedure20180627.pdf)

**XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL**

A handwritten signature in black ink, appearing to read "Willie Smith", is written over a horizontal line.

Willie Smith, Ed.D.  
Interim Chancellor

12/20/2019

Date  
Effective Date of Policy