

| | | | |
|---|--|-----------------------|------------|
|  | BAYAN COLLEGE Affiliated with Purdue University Northwest, USA | | |
| Policy Title | Appeal of Academic Decision Policy and Procedure | | |
| Policy Category | Academic Policies | | |
| Subject | Provides procedures for students to appeal an action or decision that affects their academic status. | | |
| Office Responsible for Review of this Policy (Office) | Academic Heads of Department | | |
| Related Policies | Academic Affairs Policies | | |
| Version | 2 | Effective Date | 01.01.2019 |

SCOPE

This policy applies to all students seeking to appeal an academic decision and will be administered by Heads of Academic Departments and the Dean.

POLICY STATEMENT

1. Bayan College provides students with a procedure for the review of decisions affecting their academic status that they contend have been made unfairly.
2. Examples of decisions affecting academic status are the assignment of course grades, dismissal from the college, placement on academic probation and judgment concerning academic dishonesty.
3. To preserve the right of appeal, each step in the appeal procedure must be followed within prescribed time limits.
4. Students may initiate a formal appeal only if the claim involves an allegation of one or more of the following:
 - i. An error in computation or calculation
 - ii. Inconsistent application of grading standards within a course;
 - iii. Unfair application of standards concerning grading;
 - iv. Unfair application of standards related to academic placement;
 - v. Allegations of cheating or plagiarism not supported by evidence;
 - vi. Unfair application of standards concerning dismissal from the college.

PROCEDURE

STEP ONE:

Informal discussion with the person responsible for the academic decision

1. The student meets with the person or persons responsible for the academic decision to discuss the issue in question (for example, in the case of a grade appeal, the student first meets with the teacher responsible for assigning the grade).

2. Step one may not be skipped. It must be completed within 30 calendar days of the decision date. This date is the date on the grade report transmitted to the student or the date shown on any letter or other written communication received by/transmitted to the student of the academic decision in question.
3. Possible Outcomes
 - a. The student may find the decision to be correct and take no further action.
 - b. The person responsible for the academic decision may find that an error has been made and take the appropriate corrective action.
 - c. The student may still disagree with the decision and proceed to step Two.

STEP TWO:

Discussion with Head of Academic Department

1. The student meets with an academic department head from which the decision originated.
2. Step Two must be initiated within five calendar days of the completion of Step One
3. Possible Outcomes
 - a. The student may accept the decision and take no further action
 - b. The head of department may sustain the decision and may inform the student that the appeal is without merit. The head of department must provide written notification of the finding to all parties in the appeal. If the student disagrees with the decision, he/she may proceed to the next step.
 - c. If the head of department determines that the student has a legitimate complaint and cannot sustain the decision, the head of department meets with both parties to seek a resolution. If resolution cannot be reached, the student may proceed to Step Three

STEP THREE

Appeal through the Academic Appeals Committee

1. Within 10 calendar days of the completion of Step Two, the student submits to the Dean a written request to have the case heard by the Academic Appeals Committee.
2. The Dean will convene an Academic Appeals committee from staff of the concerned department and Student Affairs Office.
3. Possible Outcomes
 - a. The Academic Appeals Committee finds that the decision cannot be sustained, and notifies in writing the head of the academic department of the corrective action to be revert the decision.
 - b. The Academic Appeals Committee may sustain the decision and may inform the student that the appeal is without merit. The Academic Appeals Committee will provide written notification of the finding to all parties in the appeal. The decision of the Academic Appeals Committee is final.

DEFINITIONS

No Definitions apply to this policy.

REVISION HISTORY

| Version No. | Effective Date | Summary of Changes |
|--------------------|-----------------------|--|
| 1 | 01.05.2006 | First iteration |
| 2 | 01.01.2019 | Changes to format for consistency with Policy on Policy requirements Change to title from <i>Appeal of Academic Decision Guidelines</i> to <i>Appeal of Academic Decision Policy and Procedure</i> Update processes throughout to reflect current application. |