In certain isolated instances, a student may have just grounds to appeal for a change of course grade. All grade appeals must be initiated within one calendar year after the disputed grade was awarded. Proving grounds for a change of grade is the responsibility of the student.

**Appeal Procedure**

1. The student confers with the faculty member.

2. If the problem is not resolved, the student confers with the appropriate dean/division director.

3. If the problem cannot be resolved at this level, the student may then petition the Vice President for Academic Affairs who will make a determination as to the validity of the petition.

   If in the opinion of the Vice President there is indeed some valid basis in fact the problem cannot be resolved at the VP for Academic Affairs level, the student will be requested to put all of the pertinent facts in a written petition and submit a signed copy to the Vice President within a time period agreed to by both parties.

4. If the student does not provide the written petition within the agreed time period, the procedure shall terminate.

5. If the student provides the written petition to the Vice President for Academic Affairs within the agreed time period, the Vice President will forward the petition to the Enrollment Appeals Management Committee via the Vice President for Student Affairs. This Committee, which may request additional information from both parties via the Vice
President for Student Affairs, will then inform the student and the faculty member of the date of the hearing and request their presence.

6. The Committee shall hold the hearing and consider the facts stated in the petition.

7. The Committee shall make a recommendation, and the committee chair will provide written notification to the Vice President for Academic Affairs via the Vice President for Student Affairs of the Committee's recommendation.

Notification will be mailed to the student by the Vice President for Academic Affairs no later than ten (10) business days after the hearing.

Appeal for Late Withdrawal from College

In certain instances, a student may have grounds to appeal for a late withdrawal from the College for a semester. The appeal must be initiated within one calendar year after grades were awarded unless the student can document an inability to respond within that year.

Late withdrawal may be considered as a result of:

- the serious illness or incapacity due to accident of the student
- the death, serious illness or incapacity due to accident of a member of the immediate family
- other extreme emergency or catastrophe

Proving grounds for late withdrawal from the College is the responsibility of the student.

Appeal Procedure

3. The student contacts the Vice President for Academic Affairs.

4. The student provides the Vice President with appropriate documentation. If the evidence provided is compelling, the Vice President will inform the faculty member(s) of the documentation and will ask for relevant feedback.

5. The Vice President will submit a College withdrawal form if the request is approved. The Vice President will inform the faculty member(s) and the student of the decision.