

Academic Complaint Procedure

Student notifies instructor or program representative of academic grievance where the student claims the instructor made an erroneous, arbitrary or capricious decision within 10 business days of the incident.

Student meets with instructor to address concern
Instructor makes a decision and tells student of right to appeal.

Appeal

If student disagrees or instructor does not meet with student, student appeals to division chair within 5 business days of meeting with instructor or requesting a meeting with the instructor; fills out Academic Complaint Appeal form and prepares supporting documentation.



Student meets with Division Chair who facilitates a decision.



If student disagrees, appeals to dean within 5 business days of learning decision from division chair, updates form, & prepares supporting documentation.



Student meets with Dean
Dean's decision is final