

# Polk State College Procedure

Subject	Reference	Date	Number
Academic Appeal Procedure	Board Rule 4.26, 4.01, 3.27 Procedure 6076	8/7/18	1018

## I. Purpose

The purpose of this procedure is to outline the steps a student must follow to file an academic appeal concerning his/her final grade in a course or dismissal or suspension from a limited access program. Issues of discrimination, harassment, discipline, grade appeal regarding academic dishonesty, or of general College academic policy are addressed in separate College procedures. (See Rules 4.26, 4.01, 3.27 and Procedures 6076, 5026.)

## II. Procedure

This procedure outlines the academic appeal process and establishes the timeline for an academic appeal for a final grade in a class or dismissal or suspension from a limited access program. Failure to follow the timelines identified in this procedure may result in the loss of opportunity to address an issue or concern.

Any appeal must show how the instructor or program did not follow the course BCI, syllabus, or limited admission program manual and demonstrate how that affected the final grade or dismissal/suspension from a limited access program. The appeal must be filed on or before twenty business days after the start of the next term.

Due to safety concerns, students in the Polk State Health Sciences programs may not enroll and/or attend subsequent program courses until the appeal is resolved.

## III. The Process

### A. First Step: Attempt to Resolve with Instructor

The student must first request a meeting with the instructor in an attempt to resolve the issue, and the request must be made in writing via Polk State College e-mail. The student must maintain documentation of his/her communication with the instructor. The meeting can be conducted electronically if both parties agree. The request for a meeting must be made within ten business days of the start of the next term. In the event that the student does not receive a response from the instructor within five business days, the student may contact the appropriate academic dean for assistance in contacting the instructor. For high school classes, the student or parent may request a meeting with the instructor to attempt to resolve the issue, and the same guidelines for arranging a meeting apply. All guidelines established regarding student confidentiality will be followed.

**B. Second Step: Attempt to Resolve with the Academic Dean or Administrator**

1. If the student and the instructor are not able to resolve the issue, the student may file the Student Request for Administrative Conference (RAC) with the appropriate academic dean or administrator. This document is available in Student Services and in all academic administrative offices. The student must show how the instructor or program did not follow the course BCI, syllabus, or limited admission program manual and demonstrate how that affected the final grade or dismissal/suspension from a limited access program. The student must provide this documentation with the RAC.
2. Within five business days following the date on which the instructor's academic dean or administrator receives an RAC form, he or she will forward a copy of the RAC to the instructor. The instructor must reply, in writing, to the RAC, within five business days. The academic dean or administrator may request a conference with the instructor and/or student to discuss the issues involved in the student's appeal. This meeting may include questions about the student's appeal, the instructor's policies as they appear on the BCI, syllabus, or limited admission program manual, and options that may be taken to resolve the issue.
3. After the academic dean or administrator has consulted with all concerned parties, he or she shall make a determination as to the appropriate action to be taken with regard to the appeal. This determination shall not infringe upon the instructor or program's right to set and enforce reasonable policies as explained in the BCI, course syllabus, or limited-admission program manual. This determination shall be applied equitably to all students and consistent with relevant DBOT Rules and Polk State College Procedures. The student will be notified of the academic dean or administrator's decision within five days of the decision by certified mail. The academic dean or administrator will also notify the instructor of the decision.

**C. Third Step: Attempt to Resolve with the Academic Appeals Committee**

1. Should the student disagree with the academic dean or administrator's decision, the student may appeal to the office of the Provost/Vice President for Academic Affairs within five business days of receiving the notification. The student must forward, to the Provost/Vice President for Academic Affairs, the original RAC and all relevant documentation regarding the appeal.
2. Within five business days of receiving the student's appeal, the Provost/Vice President for Academic Affairs will forward the appeal to a campus Academic Hearing Committee, which the Provost/Vice President chairs. The Provost/Vice President will consult with all parties to schedule the Academic Hearing and provide the student with date and time. The Academic Hearing Committee follows Procedure 5025, which outlines the Student Appeals Hearing Protocol. At the conclusion of the student's hearing, the Academic Hearing Committee will issue a determination on the appeal. The Provost/Vice President for Academic Affairs will notify all parties, in writing, of the outcome of the hearing within five business days.
3. The determination of the Provost/Vice President and the Academic Hearing Committee concludes the process and is not subject to appeal.

## General Provisions

The following provisions apply to the entire appeals procedure:

1. Retaliation against an individual for filing an appeal or against an individual for providing information regarding the investigation of any appeal is prohibited.
2. To the extent permitted by law, confidentiality will be maintained to the highest degree possible since an effective investigation requires the discussion of certain information with certain individuals.

## Equal Access/Equal Opportunity Statement

Polk State College is an equal access/equal opportunity institution committed to excellence through diversity in education and employment. The College complies with all state and federal laws granting rights to students, employees, and applicants for employment or admission to the College.

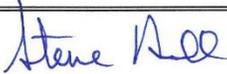
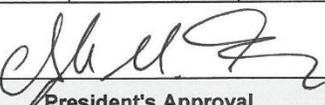
The following is our continuous non-discrimination statement:

Polk State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information, disability, or pregnancy in its programs, activities, or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Valparisa Baker  
Director, Equity & Diversity (Title IX Coordinator)  
999 Avenue H NE  
Winter Haven, FL 33881-4299  
Office: WAD 227  
863.292.3602 Ext. 5378  
vbaker@polk.edu  
polk.edu/equity

Attachment (1)

**History:** Adopted: November 2, 2004  
Revised: June 14, 2005; August 28, 2007; October 20, 2009; October 19, 2012;  
July 1, 2014; August 7, 2018

	8/28/18		8/28/18
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			8/28/18
President's Approval			Date