

Academic Appeals Procedure	Procedure Number	2.16P
	Effective Date	January 10, 2014

1.0 PURPOSE

In accordance with Board Policy 2.16 Academics Appeals, the purpose of this procedure is to outline the process by which students may appeal an academic process that has impacted them, or an academic sanction imposed on them by the College.

2.0 REVISION HISTORY

Adopted on: 1/10/14

3.0 PERSONS AFFECTED

Students, faculty, and school deans are affected by this procedure.

4.0 DEFINITIONS

- A. *Academic Integrity* – the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism and maintenance of academic standards. Students are expected to submit original work and give credit to other peoples' ideas. Maintaining academic integrity involves: creating and expressing your own ideas in course work; acknowledging all sources of information; completing assignments independently or acknowledging collaboration; accurately reporting results when conducting your own research or with respect to labs; and honesty during exams.
- B. *Advisor* – Any person (other than an individual who may be called to provide witness testimony) who attends a discipline hearing to provide support or guidance to the student participant. The advisor is not allowed to participate in questioning or present information.
- C. *Faculty* – Individuals who may serve on the Academic Appeals Committee are any benefited, full-time, instructor at LCCC.
- D. *Dean* – head of one of the four (4) academic schools or department/functional areas as listed: Arts and Humanities; Business, Agriculture and Technology; Health Sciences; Math and Science; a Dean of Workforce Development, and the Dean of Students.
- E. *Sanction* – Students found in violation of the academic code of conduct may receive a failing grade for the assignment, quiz, or test; receive a failing grade for the class.
- F. *Student* – Any person enrolled in credit, non-credit continuing education or community service course offered by LCCC, either full time or part time.

5.0 PROCEDURES

A. Appealable Items

- 1) Established procedures were not followed in a significant way and as a result, the factual findings, the sanction, or both, were not correct.
- 2) The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances. In cases in which a charged student has accepted responsibility, such appeals are limited to having the severity of the sanction reviewed.
- 3) There is new information that would have been important to the outcome, had the information been presented at the time of the original review. The new information must be included with the request for appeal. The student must also show that the new information was not known to the person appealing at the time of the original review of the alleged violation.


B. Academic Appeals Committee

- 1) The Academic Appeals Committee of Laramie County Community College (LCCC) is comprised of two (2) faculty members, one (1) Dean (distinct from the Dean whose decision is being appealed) and two (2) students.
 - a. Faculty members and the Dean will be appointed to the Academic Appeals Committee by the Vice President of Academic Affairs (VPAA).
 - b. Students will be appointed based upon the recommendation of the Dean of Students and Student Government Association.

C. Academic Appeals Process

- 1) Students must file an appeal to the Academic Appeals Committee within five (5) working days after formal receipt of the original School dean's decision. Failure to file an appeal within five (5) working days makes the decision of the dean final.
- 2) To file an appeal, a student must fill out the Academic Appeals Committee Petition located in the Vice President for Academic Affairs (VPAA) Office.
- 3) The VPAA will designate an appointee to review the Academic Appeals Petition for relevancy. The Academic Appeal Petition will be reviewed and the student will be notified within five (5) working days and alerts the student that his/her appeals petition has been accepted or rejected. If the appeals application is accepted, the appointee will notify the student via their official LCCC email, and by telephone; and coordinate amongst the committee members and student to hold the hearing. Once the appeals application is accepted, the hearing must be held within ten (10) working days.
- 4) The VPAA may, upon his/her discretion, designate an individual to consider the recommendation(s) of the Academic Appeals Committee. This person may not be the individual appointed to review the Academic Appeals Petition.
- 5) If the student's petition for appeal is accepted to be heard by the Academic Appeals Committee, the sanction imposed by the dean will not be enforced until the VPAA, or his/her designee, decides on the appeal.
- 6) The dean who made the decision being appealed will be notified that the student's petition for a hearing to the Academic Appeals Committee is accepted. The dean will present his/her decision to the Academic Appeals Committee.

- 7) The student may be supported by an advisor of his/her choosing. If the student chooses to be supported by an advisor, the student must notify the committee of his/her decision to have an advisor present five (5) working days prior to the Academic Appeals Committee hearing along with the name and contact information of that advisor. The advisor may not address the committee, for or on behalf of, the student and has no role in the hearing process. The student and advisor may step outside the hearing room to confer if they wish, but the advisor does not have voice in the hearing.
 - 8) Both the student filing the appeal and the dean whose decision is being appealed, must submit the documentation they plan to present to the Academic Appeals Committee five (5) working days prior to the hearing. This information must be submitted to the VPAA Office.
 - a. Three (3) working days prior to the hearing, committee members, the student and the dean may obtain the packet containing supporting documents for the hearing from the VPAA Office. The Committee has the authority to further question other witnesses or ask for additional information as it sees fit.
- D. The Academic Appeals Committee may uphold the dean’s decision, grant the appeal, or recommend a modification of the prior decision. If the committee decides to recommend a modification, the committee will document what the modification should be and the rationale for their decision.
- E. The Academic Appeals Committee is an advisory board to the VPAA or his/her designee. The final decision rests with the VPAA or his/her designee. The decision made by the VPAA or his/her designee is final and may not be appealed.
- F. The VPAA or his/her designee must make a decision within five (5) working days after receiving the recommendation from the Academic Appeals Committee.
- G. The student will be notified via their official LCCC email and by certified mail of the decision of the VPAA or his/her designee.
- 1) If the VPAA or his/her designee upholds the sanction of the dean, that sanction will be enforced retroactively to the date the dean imposed the sanction.
 - 2) If the VPAA or his/her designee modifies the sanction originally imposed by the dean, the modification will be imposed retroactively to the date when the dean imposed the sanction.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	José Fierro, Academic Affairs Vice President	12/3/13
Approval by President's Cabinet		12/3/13
Ratified by College Council	Kari Brown-Herbst, College Council Co-chair	1/10/14
Approval by President (Signature)		1/10/14