

	Policy Number: 752	
	Policy Category: Academic Policies	
	Academic Appeals	
	Policy Summary: <i>To provide guidance regarding the types of appeals that will be considered as well as providing a framework for equitable and orderly processes by which to request reconsideration of an academic decision.</i>	
	Approval Date: 01/08/2024	Effective Date: 01/08/2024
	Policy Owner: <i>Dean, Academic Affairs</i>	Scheduled for Review: <i>Spring 2029</i>

Policy Statement

Students are responsible for reviewing and abiding by the college's academic policies and procedures. Students are responsible for their academic choices and for meeting the standards of academic performance established for each study or course in which they enroll.

Faculty are responsible for establishing methods and criteria for evaluation and evaluating a student's performance in learning contracts, courses, final projects, exams, etc. Evaluations of students, awards of academic credit and other academic judgments are based upon academic performance and the application of relevant academic policies.

Students may appeal procedural decisions that have already been made. Examples include final grades or an academic suspension.

In the appeal, a student must provide documentation of the extenuating circumstance(s). This may include medical documentation, an obituary, or other documents.

Appeals to return after Academic Suspension must include information regarding why the student failed to meet satisfactory academic progress, how the student plans to get back in compliance, and what has changed that will allow the student to demonstrate satisfactory progress. See Financial Aid Policy 345, Appeals for Satisfactory Academic Progress section.

Grades on individual assignments may not be appealed.

Informal Resolution

The student should discuss the matter directly with the faculty who made the academic decision and make a reasonable effort to resolve the issue. The student must begin such an informal resolution process within 20 business days of receiving the decision.

Formal Appeal

A student may initiate a formal appeal of an academic decision within 30 business days of receiving the decision. The student submits a written appeal to the Dean of Academic Affairs (or designee). The appeal must include a full description of the basis of the student's appeal for reconsideration of the decision; a statement of the remedy they are seeking; any supporting documents, such as syllabus, and/or course outcomes and evaluations; and information on when and with whom the student attempted an information resolution.

Based on initial review, the dean may return an appeal to the student for further information or clarification. If the appeal is returned for further information or clarification, the student must submit the requested information or revision within 10 business days for the appeal to be heard. If the requested information or revision is not submitted within 10 business days, the appeal will be denied. The dean or designee will make a final decision regarding the appeal within 105 business days of receiving the complete appeal. The faculty, the student, Financial Aid and the Registrar's Office will be notified in writing of the dean's decision.

A student's status does not change while an appeal is under consideration. If a student is on academic warning, for example, the warning stands.

Definitions

Appeal: a petition to change a decision rendered about an academic matter.

Faculty: mentors, instructors, and others who make academic decisions. Collectively referred to as faculty in this document.

Reason for Policy

The purpose of the Student Academic Appeals Policy is to provide guidance regarding the types of appeals that will be considered as well as providing a framework for equitable and orderly processes by which to request reconsideration of an academic decision.

Responsibilities

For following policy:	All students
For enforcement of policy:	Dean, Academic Affairs
For oversight of policy:	Dean, Academic Affairs
For procedures implementing the policy:	Dean, Academic Affairs
For notification:	Policy Librarian

Procedures

Outside Entities Contact Information

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The

student must contact the State Board for further details. The State Board address is 1740 W. Adams, Phoenix, AZ 85007, phone # 602-542-5709, website address: www.azppse.gov

Students also have the right to contact state authorization or accrediting agency contacts for specific issues. For online students who are residents of states outside of Arizona, consumer inquiries may be directed via the College's webpage listing contact information for licensing and consumer protection bodies in specific states: <http://www.prescott.edu/explore/at-a-glance/accreditation/consumer-protection-agency.php>.

Cross Referenced Policies

Financial Aid Policy 345

Revision History

Extracted from catalog – January 2024