



If you are concerned about an instructor's behavior or any other academic policy, we urge you to follow the steps detailed in the box below. The goal is to resolve the conflict in a way agreeable to all parties. However, sometimes that is not possible.

If Steps 1 and 2 taken by the student have not resulted in a satisfactory resolution, this form should be completed and submitted to the appropriate dean/director within six months from the date of the incident or issuance of a grade.

### Academic Appeal Process Student Action

**Step 1: Talk to the instructor. (Informal)**

**Step 2: Talk to the Department Chair. (Informal)**

**Step 3: Talk to the Dean. (Formal; submit this form)**

**Step 4: Request an Academic Appeals Board hearing. (Formal)**

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ – \_\_\_\_\_ Instructor or Staff Name \_\_\_\_\_

Course \_\_\_\_\_ Section \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Have you met with:    the instructor?    Yes    No    the Department Chair?    Yes    No

Describe in detail the situation or grade(s) about which you are concerned.

## Academic Appeals Process

---

The Oakland Community College Academic Appeals Process is established to provide the student with a means of questioning employee academic behavior. Examples of expected appropriate academic behavior are set forth in the American Association of University Professors' Code of Ethics.

"As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make a reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, and/or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom."

The Academic Appeals Process is available to a student who has an academic concern and wishes to formally seek resolution. All of the following proceedings will occur in a professional manner, and all efforts will be made to protect the rights of all parties involved:

1. The student will discuss the academic concern with the faculty member. An appeal of an academic concern or grade must be made within **SIX MONTHS FROM THE DATE OF THE INCIDENT OR ISSUANCE OF GRADE.**
2. If the concern is not resolved in Step 1, the student contacts the Department Chairperson. If there is not resolution, then the process becomes formalized.
3. The student will present a written statement specifying the alleged problem and the proposed resolution to the Dean/Director responsible for the academic discipline. **The faculty member shall receive a copy of the written statement from the Dean/Director.** The Dean/Director shall request, in writing, an explanation from the faculty member involved. If there is no resolution at this level, the student may request the formation of an Academic Appeals Board. The Dean/Director will explain the next steps in the process, including the availability of an "academic appeals volunteer." This volunteer will be a faculty or staff whose function is to assist the student through the Academic Appeals process.
4. The Dean/Director will then notify the Chair of the Campus Academic Senate to prepare a list of twelve randomly selected faculty members and twelve randomly selected student representatives. The Appeals Board members will be randomly selected from these lists. The Board will be composed of three faculty members and three student representatives, randomly selected from these lists, and will be chaired by the appropriate Administrator or Manager. These individuals may remain on the list of prospective Appeals Board members for a duration specified by each Campus Academic Senate. Each member of the Board is expected to use good judgment, avoiding any conflict of interest with regard to their eligibility to serve on the Appeals Board
5. The student will submit to the Chair of the Appeals Board, at least seven working days prior to the convening of the Board, the following materials:
  - a. A written statement setting forth the formal complaint, the evidence and proposed resolution, as well as justification for the hearing of appeal.
  - b. Names of material witnesses, if appropriate, and brief summaries of their testimonies.

The involved faculty member shall also submit pertinent written materials and the names of material witnesses, if appropriate, within two working days of the Chair's receipt of the formal complaint. These written materials will be made available to the involved faculty members and student at least 72 hours prior to the hearing date. Members of the Appeals Board will receive all materials at least 24 hours prior to the hearing. During the hearing, the student and the faculty member will each have thirty minutes to provide relevant information, to present witnesses, and to entertain questions from the Board. Each may be present to hear all testimony.

6. The members of the Board shall vote by secret ballot. In the event of a tie vote, the Appeals Board Chairperson will cast the deciding vote. Upon reaching a decision, the Board will consult with the faculty member. After this consultation, and within 48 hours of the Board's decision, the student and the faculty member will be notified in writing of the of the Board's decision and the faculty member's response. If the matter is not resolved by this action, the petitioning student may contact the Campus President, whose decision in writing regarding this matter shall be final.

All the above proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved. These proceedings do not preclude student or faculty rights to seek other redress to the matter.