

FLORIDA GATEWAY COLLEGE

POLICY

TITLE: Academic Appeals

NUMBER: 6Hx12:09-39

AUTHORITY: District Board of Trustees

PAGE: 1

RESPONSIBILITY: Appropriate Academic Vice President or designee

OTHER: Florida Statute 1001.64; 1001.65;
State Board of Education Rule: 6A14.0261

DATE: See History Below

It is the policy of the District Board of Trustees to expeditiously consider and resolve any Academic Appeals not involving Discrimination and Harassment (6Hx12:6-23), Formal Grievances (6Hx12:6-10), General Student Complaints (6Hx12:09-38) and/or Misconduct as defined by (6Hx12:6-45).

History: 04/08/14

Adopted: 04/08/14

Effective: 04/08/14

PROCEDURE

TITLE: Academic Appeals

PAGE: 1 of 2

AUTHORITY: District Board of Trustees

DATE: See History
Below

RESPONSIBILITY: Appropriate Academic Vice President or designee

NUMBER OF BOARD RELATED POLICY: 6Hx12:09-39

Academic Appeals

A student who wishes to register an appeal regarding a class, test, assignment, course grade, or other academic issues should first confer with the appropriate faculty member in an endeavor to resolve the problem. If the problem cannot be resolved, then the student should contact the immediate supervising administrator. If the student elects to appeal to an academic vice president, then the student should send a written appeal to the appropriate academic vice president. Resolution should be sought at the most informal level possible.

This procedure shall not apply to decisions of agencies other than Florida Gateway College, such as clinical facilities or employers of students and other businesses allowing job-site training of students. The College has no authority over those decisions.

All students are guaranteed the following rights throughout all steps in the Academic Appeals process:

1. The right to prompt appeals meetings.
2. The right to an advocate of choice, provided that advocate is not an attorney. The advocate may serve only in an advisory capacity to the student, and may not participate in the meetings directly.

The process is as follows:

1. Prepare a written statement and complete the Academic Appeals Form.
2. Schedule a meeting with the faculty member and discuss the appeal.
3. If resolution does not occur, the student should then schedule an appointment with the supervisors of the faculty member to seek resolution until student has met with all

- supervisory levels (coordinator, director, and executive director).
4. If resolution does not occur, the student should schedule a meeting with the ombudsman, who will meet with the student to seek resolution.
 5. If resolution does not occur, the student should schedule a meeting with the appropriate academic vice president to seek resolution.
 6. Once the appropriate vice president has heard the appeal, if resolution has not been reached, the student may elect to go before the Campus Appeals Board.

If the decision of the academic vice president is appealed in writing to the Campus Appeals Board:

1. The student will receive written notification of the meeting date no less than three days before the meeting date.
2. In the event the student fails to appear and participate in the Campus Appeals Board meeting, without prior written notification to the Chair of the Campus Appeals Board, the meeting will take place as scheduled. The Campus Appeals Board will review the case and reach a recommendation based upon available information.
3. If the Chair of the Campus Appeals Board receives prior notification and justification that the student is unable to attend the Campus Appeals Board meeting, the meeting will be rescheduled. Failure on the part of the student to attend the rescheduled meeting will result in the Campus Appeals Board reviewing the case and reaching a decision based upon available information.
4. The decision of the Campus Appeals Board, which is the final word in the Academic Appeals process, will be made available to the student and appropriate academic vice president within three working days after the meeting.



Florida Gateway College
Academic Appeals Form

College Policy and Procedure 6Hx12:39 (attached)

Student Name _____ Student ID # _____

FGC e-mail _____

Address _____ City _____ State _____
ZIP _____

Cell Phone () _____ Home Phone() _____

Clearly state problem: (Use additional sheet of paper, if necessary) _____

What action do you request? (must be completed) _____

If appropriate, have you conferred with faculty member? **YES** ____ **NO** ____

Faculty name _____

If no, please state why
not: _____

Please follow appropriate steps and deadlines outlined in attached policy and procedure 6Hx12:09-39. If you are complaining about discrimination or harassment, see Policy and Procedure 6Hx12:6-23. Complaints related to Misconduct, Including Sexual Misconduct, Assault, Battery, and Sexual Battery, see 6Hx12:6-45.

I certify that all information recorded above is correct to the best of my knowledge.

Student Signature Date _____