

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 3103

TITLE: ACADEMIC APPEALS

BASED ON POLICY: 3.10 ACADEMIC PROGRESS

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT SERVICES

I. Purpose:

To establish the procedure for student academic appeals

II. Procedure:

A. Academic suspension, refunds, withdrawal

1. The Academic Appeals Committee reviews requests for exceptions to college academic procedures when there are factors beyond the student's control. The committee hears requests for waiving academic suspensions, approving tuition refunds and approving withdrawal from a class after the deadline.
2. Students have a maximum of six months following completion of the class to file an appeal for a tuition refund or withdrawal from a class after the deadline.
3. Students have a maximum of six months after the term in which they receive a grade point average below the required level to file an appeal for academic suspension.
4. Documentation verifying extenuating circumstances must accompany any student request for refund, withdrawal or academic suspension.
5. Students should obtain the Academic Appeals form from the Registrar's Office. The completed form along with supporting documentation is submitted to the Registrar's Office for processing.
6. The Academic Appeals Committee will make a recommendation to the dean, student services to approve or deny the student request.

7. The dean, student services makes the final decision to approve or deny the request.
8. The registrar informs the student of the final decision.

B. Grade Appeals

1. Faculty are responsible for issuing grades. When students believe they have received an incorrect grade, they should request a conference with the instructor within 15 working days after the grade(s) is issued.
2. If the conference does not resolve the disputed grade, the student should make an appointment to discuss the problem with the instructor's program manager/director or department chair within five College working days after meeting with the instructor.
3. If the meeting with the program manager or department chair still does not resolve the situation, the student may submit a written appeal to the dean of the division within five College working days after meeting with the program manager or department chair.
4. If the meeting with the division dean does not resolve the situation, the student may submit a written appeal to the vice president for academic affairs and student services within five college working days after the conference with the division.
5. The vice president for academic affairs and student services makes the final decision to approve or deny the request for grade change.

HISTORY: Last Revised: 10/1/19

Adopted: 6/1/05

Reviewed: 3/27/12, 5/15/15

Revised: 7/15/08, 10/1/19