

Academic Policy Appeal Process

Through the Academic Council which is a standing committee of the College Senate, an avenue for appealing the College's academic policies is provided all students. Council membership includes 3 students, 3 faculty, a representative of the Vice President for Academic Affairs, a representative of the Vice President for Student Affairs, the Director of the Academic Support Center, the Registrar and a representative from the Continuing Studies Department.

Appeal Process

A-1 Students must submit a written appeal to Academic Council, 316 Roush Hall, at least 48 hours in advance of the meeting. Council meets Weeks 1,3,5,7 and 9 of each quarter at 4:00 p.m. on Thursdays. Thus the appeal needs to be received by 4:00 p.m. on Tuesday prior to the Thursday meeting. For **Late Registration** appeals, there is an earlier deadline of Tuesday of Week 5 (see B-1 on the reverse side).

A-2 The appeal should include

1. The specific request being made
2. The rationale for the request
3. Any written supporting documentation from faculty, staff, students or health care professionals relevant to any extenuating circumstances being cited.

Please note – all relevant documentation, including medical documentation, must be submitted to Academic Council. Documentation that could be available at the time of the Academic Council hearing will not be considered in subsequent appeals processes.

A-3 Students are strongly encouraged to appear before Academic Council to present their cases and answer questions.

A-4 Students will be given written confirmation of the decision of Academic Council within three working days of the completion of the hearing. If the request is denied, the rationale/ reason will be contained in the written confirmation, and any further appeal must be filed in writing with Appeals Council within two working days (call Lorraine Martin 823-1250 to request a hearing before the Appeals Council).

A-5 Pending action of the Appeals Council, a student's status shall not be altered, nor their right to be present on campus and attend classes suspended, except for reasons relating to their physical or emotional safety and the well being of students, faculty/staff or College property.

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Appellant Rights

- To have a faculty member, administrator, or student appear at the hearing in an advisory capacity. The adviser may not be a legal counselor or anyone from outside the College community.
- To request that a particular council member(s) not hear the case upon demonstration of evidentiary cause.
- To call witnesses in your behalf before Academic Council. The witness(es) may not be a legal counselor or anyone from outside the College community.
- To remain silent, or to have your case heard without attending the hearing.
- To inquire as to the procedure for future appeals, and if such inquiry is made, to be informed of the procedure for appeal.

Information About Some Specific Appeals

B-1 Late Registration: An appeal to register late must be accompanied by 1) a letter from the Student Accounts Manager (Ms. Judy Ralph, Business Officer) indicating that you are cleared to register for the term in question and have the financial means to pay for the term; 2) letters from the course instructors giving the exact course number/section that you have been attending from the beginning of the quarter, and that you have his/her permission to be enrolled. **Appeals to register late are heard only in weeks 1, 3, and 5 of each quarter. A late registration fee of \$80 is assessed in Week I. After Week I, the late registration fee is \$150.**

B-2 Courses Dropped Via Cardinal Web That Were Never Dropped:

Appeals requesting removal of a failing grade for a course claimed to have been dropped via Cardinal Web for Students will most likely be denied. The College's computer system retains a printable audit trail showing every single add/drop transaction attempted by a student once "Submit" has been clicked by a student. Failure to read and follow the add/drop instructions on Cardinal Web are not grounds for approval of an appeal.

B-3 Participating in Commencement When Degree Requirements Are Not Finished:

Academic Council has been receptive to petitions to participate in Commencement when an **undergraduate** is within *one course of fulfilling degree requirements and will take the course at Otterbein (nowhere else) in the Summer Session or Autumn Quarter immediately following Commencement.* Academic Council is not receptive to cases that exceed this limit or to appeals by **graduate** students. At the time you submit your written appeal, you must also provide (1) a *current* copy of your degree audit which can be printed from Cardinal Web for Students and (2) a copy of your class schedule if you are taking any Spring coursework at another institution. **Appeals to march are heard only in Weeks 3, 5, 7, and 9 of Spring Quarter.** *If the appeal is approved, all outstanding bills to the College must be paid in order to march and be issued commencement tickets for your guests.*

For Questions:

Contact the Office of Academic Affairs (316 Roush Hall; 823-1573)

03 June 2008

**ACKNOWLEDGEMENT
of
APPELLANT'S RIGHTS
in
ACADEMIC POLICY APPEAL PROCESS**

I have read the Academic Council process and will follow those procedures.

Signature

Print Name

Date

Return to Academic Affairs
Suite 316 Roush Hall
Otterbein College
Westerville, Ohio 43081

10/29/03