



BACONE COLLEGE APPEAL Process and Checklist

Academic Appeals (Excerpt from the Bacone College Catalog)

Relationships between students and educators at Bacone College are based on the assumption of mutual acceptance of certain rights and responsibilities. Disputes involving academic performance (grades) can often be resolved through a grievance process. An Academic Grievance Committee composed of faculty members will be appointed to hear a grievance only after an attempt has been made by the involved persons to resolve their differences within the following framework:

1. Student conferences with the instructor
2. If necessary, student conferences with his or her faculty advisor
3. If necessary, student conferences with the appropriate Division Chair
4. If necessary, the Division Chair conducts a conference with all parties present.

When appealing a final grade received in a course, students must file a grievance before the end of the eighth week of the fall or spring semester following the semester, session or term in which the grade was recorded.

Information on grievance procedures is available in the Office of Academic Affairs. After an Academic Grievance Committee has issued an opinion on a grievance, the plaintiff or defendant can appeal the decision to the Executive Vice President & Dean of Faculty (Office of Academic Affairs). An appeal must be submitted in writing to the Office of Academic Affairs within ten working days after the decision of the Academic Grievance Committee.

The following personnel have met with _____ (*student name*)
 regarding _____ (*course prefix and name*) and
 have signed off below that no agreement can be reached:

Instructor	Date
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Advisor	Date
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Division Chair	Date
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This signed document must accompany any academic appeal coming to the Office of Academic Affairs.