

Naugatuck Valley Community College Academic Appeal Process

Introduction

The academic appeal process applies to both General Academic Appeals and Clinical Appeals.

All students may seek review of an assigned grade or other decision affecting their academic status.

An academic appeal is an allegation by a student that an employee of the college has violated federal or state laws and regulations, college or department policies, accreditation standards, or the policies stated in the course syllabus related to an assigned grade or other academic decision.

Process Description

Each step of the academic appeal process has distinct deadlines for the student and NVCC employees to ensure completion of the appeal in a timely manner.

An Associate Dean (Step 2), the Dean of Academic Affairs or the Academic or Clinical Appeals Committee (Step 3), or the NVCC CEO (Step 4) can dismiss the appeal if (a) the student does not meet deadlines listed for each Step; or, (b) the appeal is being pursued through another college procedure or tribunal; or, (c) the appeal is intended to harass, embarrass, or has otherwise been filed in bad faith.

STEP 1 – Appeal to the Employee Responsible for the Decision

The student must submit the Academic Appeal Form by the appropriate deadline:

- During the semester: Within ten business days (two business days for a clinical appeal) of the academic decision; OR,
- End of the semester: Within three business days (two business days for a clinical appeal) of final grades posted in myCommNet's Banner Self-Service.

The student shall complete the Step 1.A. form and email the Academic Appeal Form to the employee responsible for the decision (Employee), *e.g.* instructor, program director, clinical coordinator, etc., to discuss the assigned grade or other academic decision.

If the student is unable to establish communication with the Employee by the relevant submission deadline stated above, *e.g.* the Employee does not reply to the student's email, the student should proceed immediately to Step 2; *OR*,

If no consensus is reached, the Employee will complete the Step 1.B. form and will send a copy of the form and all supporting materials to the student and the Employee's supervisor within three business days (two business days for a clinical appeal).

STEP 2 – Appeal to the Associate Dean

If the student cannot establish communication with the Employee as described in Step 1, the student shall complete the Step 2 form starting at number 1 and request an appeal from the Associate Dean within one day following the relevant deadline from Step 1; *OR*,

If the student is not satisfied with the Step 1 outcome, the student shall complete the Step 2 form starting at number 2 and request an appeal from the Associate Dean within three business days (two business days for a clinical appeal) of receiving the Step 1 outcome.

The student shall use their official CSCU email address to email the Academic Appeal Form and supporting documentation along with all previous materials to NV-AcademicAppeal@nv.edu with the subject heading: Academic Appeal Step 2. For assistance or queries, contact the relevant Academic Division Office:

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|--|---------------|-----------|--------------|
| ○ Allied Health, Nursing and Physical Education Division: | Founders Hall | Room F105 | 203-596-8734 |
| ○ Business and Professional Studies Division: | Ekstrom Hall | Room E601 | 203-575-8041 |
| ○ Liberal Arts and Behavioral and Social Sciences Division: | Kinney Hall | Room K600 | 203-575-8002 |
| ○ Science, Technology, Engineering and Mathematics Division: | Ekstrom Hall | Room E411 | 203-575-8053 |

The Associate Dean shall review the appeal, and, if necessary, make a reasonable effort to obtain the Step 1.B. Employee Response from the Employee to receive relevant information on the appealed academic decision. If the Associate Dean is unable to establish communication with the Employee, the Associate Dean shall note the lack of a response in the Academic Appeal Form, Step 2 number 5, and attach proof of reasonable effort.

The Associate Dean will write the outcome of the appeal and will send a copy of the form and all supporting materials to the student, the Employee, the Employee's supervisor, and the Dean of Academic Affairs within three business days (two business days for a clinical appeal).

STEP 3 – Appeal to the Academic Dean with Appeals Committee Review

If the student is not satisfied with the Step 2 outcome, the student shall complete the Step 3 form and request an appeal from the Dean of Academic Affairs within three business days (two business days for a clinical appeal) of receiving the Step 2 outcome.

The student shall use their official CSCU email address to email the Academic Appeal Form and all previous materials to NV-AcademicAppeal@nv.edu with the subject heading: Academic Appeal Step 3. For assistance or queries, contact the Office of the Dean of Academic Affairs in Kinney Hall, Room K719, 203-575-8046.

The Dean will convene the Academic Appeals Committee or Clinical Appeals Committee to review the appeal. The Committee will recommend an outcome to the Dean, who will write the outcome of the appeal and will send a copy of the form and all supporting materials to the student, the Employee, the Employee's supervisor, the Associate Dean, and the Appeals Committee Chair within three business days (two business days for a clinical appeal). If an appeals committee quorum is not available, the Dean alone will review the appeal.

STEP 4 – Appeal to the NVCC CEO

If the student is not satisfied with the Step 3 outcome, the student shall complete the Step 4 form and request an appeal from the NVCC CEO within three business days (two business days for a clinical appeal) of receiving the Step 3 outcome.

The student shall use their official CSCU email address to email the Academic Appeal Form and all previous materials to NV-AcademicAppeal@nv.edu with the subject heading: Academic Appeal Step 4. For assistance or queries, contact the Office of the NVCC CEO in Kinney Hall, Room K703, 203-575-8044.

The Campus CEO will write the outcome of the appeal and will send a copy of the form and all supporting materials to the student, the Employee, the Employee's supervisor, the Associate Dean, the Appeals Committee Chair, and the Dean of Academic Affairs within three business days (two business days for a clinical appeal).

The decision of the NVCC CEO is final.

Naugatuck Valley Community College Academic Appeal Form

Step 1.A. – Student Appeal to the Employee Responsible for the Decision

Submission Deadline:

- During the semester: Within ten business days (two business days for a clinical appeal) of the academic decision; OR,
- End of the semester: Within three business days (two business days for a clinical appeal) of final grades posted in myCommNet's Banner Self-Service.

Student Name (Printed): _____ Student ID#: _____

CSCU Email Address: _____ Phone: _____

Course Number and Name: _____ CRN: _____

Instructor/Employee: _____ Semester and Year: _____

Assigned Grade or Academic Decision to Be Appealed: _____

Date of the Assigned Grade or Academic Decision to Be Appealed: _____

1. Explain why the assigned grade or academic decision being appealed was in violation of federal or state laws and regulations, college or department policies, accreditation standards, or the policies stated in the course syllabus. Add additional pages, if needed.

2. Attach all documentation supporting the Step 1 appeal with this form.

3. State your desired outcome to this appeal.

Student's Signature: _____ Date: _____

Using your official CSCU email address, email the form and supporting documentation to the employee responsible for the academic decision, e.g. instructor, program director, clinical coordinator, etc.

Naugatuck Valley Community College Academic Appeal Form

Step 1.B. – Employee Response

Submission Deadline: Within three business days (two business days for a clinical appeal) of receiving the Step 1 appeal email.

1. Describe communication(s) with the student regarding the appealed grade or other academic decision. Add additional pages, if needed.

2. Explain why the assigned grade or other academic decision being appealed is NOT in violation of federal or state laws and regulations, college or department policies, accreditation standards, or the policies stated in the course syllabus. Add additional pages, if needed.

3. Attach all supporting documentation (e.g. relevant section of the syllabus, assignment instructions, assignment rubric) with this form.
4. Outcome decided by the Employee. Add additional pages, if necessary.

Employee's Name (printed): _____

Employee's Signature: _____

Date: _____

Email the form and supporting documentation to the student making the appeal and your supervisor.

Naugatuck Valley Community College Academic Appeal Form

Step 2 – Student Appeal to the Associate Dean

Submission Deadline: Within three business days (two business days for a clinical appeal) of receiving the Step 1 Employee Response email.

1. Describe how you attempted to contact the Employee responsible for the grade or academic decision and attach evidence of reasonable effort (e.g. email sending Step 1 to the Employee). Add additional pages, if needed. If you received the Step 1.B. Employee Response, skip to (2).

2. Explain why the Step 1 outcome decided by the Employee responsible for the decision was in violation of federal or state laws and regulations, college or department policies, accreditation standards, or the policies stated in the course syllabus. Add additional pages, if needed.

3. Attach the course syllabus and all documentation supporting the Step 2 appeal with this form.
4. Attach all previous appeal forms and documents, including the Employee Response and supporting documents.

Student's Signature: _____ Date: _____

Using your official CSCU email address, email the form and supporting documentation to NV-AcademicAppeal@nv.edu.

Step 2 – Associate Dean Response

5. If the Employee did not complete Step 1.B. Employee Response, describe how you attempted to contact the Employee and attach evidence of reasonable effort. Otherwise, skip to 6. Add additional pages, if needed.

6. Outcome decided by the Associate Dean. Add additional pages, if needed.

Associate Dean's Name (printed): _____

Associate Dean's Signature: _____ Date: _____

The completed and signed form will be sent to the student's official CSCU email address within three business days (two for clinical appeal) and copied to the Employee, the Employee's supervisor, and the Dean of Academic Affairs.

Naugatuck Valley Community College Academic Appeal Form

Step 3 – Student Appeal to the Academic Dean with Appeals Committee Review

Submission Deadline: Within three business days (two business days for a clinical appeal) of receiving the Step 2 Associate Dean Response email.

1. Explain why the Step 2 outcome decided by the Associate Dean was in violation of federal or state laws and regulations, college or department policies, accreditation standards, or the policies stated in the course syllabus. Add additional pages, if needed.

2. Attach all documentation supporting the Step 3 appeal with this form.
3. Attach all previous appeal forms and documents.

Student's Signature: _____ Date: _____

Using your official CSCU email address, email the form and all previous materials to NV-AcademicAppeal@nv.edu.

Step 3 – Academic Dean with Appeals Committee Review Response

4. Outcome recommended by the Academic Appeals or Clinical Appeals Committee. Add additional pages, if needed. If the Academic or Clinical Appeals Committee could not be convened, please state in this box.

5. Outcome decided by the Dean of Academic Affairs. Add additional pages, if needed.

Dean of Academic Affairs' Name (printed): _____

Dean of Academic Affairs' Signature: _____ Date: _____

The completed and signed form will be sent to the student's official CSCU email address within three business days (two for clinical appeal) and copied to the Employee, the Employee's supervisor, the Associate Dean, and the Appeals Committee Chair.

Naugatuck Valley Community College Academic Appeal Form

Step 4 – Student Appeal to the NVCC CEO

Submission Deadline: Within three business days (two business days for a clinical appeal) of receiving the Step 3 Academic Dean Response email.

1. Explain why the Step 3 outcome decided by the Dean of Academic Affairs was in violation of federal or state laws and regulations, college or department policies, accreditation standards, or the policies stated in the course syllabus relating to the alleging student's assignment of grades or other academic decision. Add additional pages, if needed.

2. Attach all documentation supporting the Step 4 appeal with this form.
3. Attach all previous appeal forms and documents.

Student's Name (printed): _____

Student's Signature: _____

Date: _____

Using your official CSCU email address, email the form and all previous materials to NV-AcademicAppeal@nv.edu.

Step 4 – NVCC CEO Response

4. Outcome decided by the NVCC CEO. Add additional pages, if needed.

The decision of the NVCC CEO is final.

NVCC CEO's Name (printed): _____

NVCC CEO' Signature: _____

Date: _____

The completed and signed form will be sent to the student's official CSCU email address within three business days (two for clinical appeal) and copied to the Employee, the Employee's supervisor, the Associate Dean, the Appeals Committee Chair, and the Dean of Academic Affairs.