

Academic Appeals Policy

January 2010

All Academic Appeals by any Student shall be governed by this Academic Appeals Policy, which takes precedence over any other academic appeals process, written or oral, adopted by any division or school of the University. Capitalized terms shall have the meaning set forth in this Academic Appeals Policy.

Definitions

For purposes of this Academic Appeals Policy, the following terms shall have the following meanings:

Academic Appeal shall mean any appeal by a Student which relates to or bears upon:

(a) program entrance or program continuation issues; (b) certification issues; (c) grade issues; (d) non-grade academic issues; (e) plagiarism; (f) academic integrity policies; or (g) any other matter which relates to or bears upon academic matters within the University, whether set forth on the University web site, provided to the Student in class, or otherwise. An Academic Appeal shall be separate and apart from any other appeal regarding Student Life, as set forth in the Campus Life portion, or any other portion of the University Catalog.

Academic Appeals Committee shall mean that committee of Faculty Members, chosen by the Academic Unit Dean, numbering three, including one of the three who shall be designated as the chairperson.

Academic Appeals Process shall mean this Academic Appeals Policy.

Academic Unit Dean shall mean the dean of the academic unit at the University from which an Academic Appeal originates.

Adverse Action shall mean any action undertaken by a Faculty Member of the University which the Student believes to violate any University academic policies relative to (a) program entrance or program continuation issues; (b) certification issues; (c) grade issues; (d) non-grade academic issues; (e) plagiarism; (f) academic integrity policies; or (g) any other matter which relates to or bears upon academic matters within the University, whether set forth on the University web site or otherwise.

Day shall mean a 24-hour day, regardless of whether it is a weekday or weekend, and regardless of whether such Day extends beyond the end of a term or the end of the academic year, unless the VPAA in any specific cases rules otherwise.

Faculty Member shall mean any faculty member of the University, whether full-time, part-time, or adjunct professor.

Final Action shall mean the final act by the University which terminates the Academic Appeals process. As to the Informal Appeal, such Final Action shall occur upon the Student's failure to timely file a Notice of Appeal. As to the First Appeal, Second Appeal, Third and Final Appeal,

such Final Action shall occur upon entry of a Written Decision by the University as to any Academic Appeal, from which the Student takes no further timely appeal.

Notice of Appeal shall mean a written document prepared, signed, and dated by a Student, and verified as truthful by the Student, which (a) clearly identifies the basis for the Academic Appeal pursued by the Student; (b) clearly identifies any Faculty Member who is involved in the Academic Appeal; (c) clearly identifies any other parties who may have knowledge of matters related to the Academic Appeal; and (d) attaches copies of any and all documents which the Student believes to be relevant to the Academic Appeal. Such Notice of Appeal must be timely filed with the appropriate party.

Student shall mean any and all graduate or undergraduate students of the University, whether full-time or part-time or concurrent.

University shall mean Northwest Nazarene University.

Written Decision shall mean the written decision of the appropriate party representing the University under the Informal Appeal, First Appeal, Second Appeal, or Third and Final Appeal, which Written Decision shall be in writing, signed and dated by such appropriate party, and granting or denying (in whole or in part) the Academic Appeal pursued by the Student.

VPAA shall mean the University's Vice President for Academic Affairs.

Appeals Process

Informal Appeal to Faculty Member. A Student who believes that a Faculty Member has taken an Adverse Action against the Student shall discuss the problem through an informal meeting with the appropriate member of the Faculty. Such informal meeting need not be reduced to writing, and does not require a Written Decision from the Faculty Member. Any Student who believes that the outcome of the informal meeting results in a decision of the Faculty Member which constitutes an Adverse Action may initiate a First Appeal by filing a timely Notice of Appeal with the Faculty Member's Department Chair or Program Director. Any failure by the Student to bring such a First Appeal within twenty-one Days of the Adverse Action shall be deemed to be (a) a waiver by the Student of any further appeal; and (b) a Final Action by the University.

First Appeal to Department Chair or Program Director. If a Student is dissatisfied with the resolution determined by the Faculty member under the Informal Appeal described above, the Student may pursue a First Appeal, but only if the Student files a Notice of Appeal with the Faculty Member's Department Chair or Program Director within twenty-one Days of the Adverse Action. Any such First Appeal shall be determined by the Department Chair or the Program Director. The Chair or Director shall provide the Student notice of a hearing (if any) regarding such First Appeal, and shall issue a Written Decision regarding such First Appeal within seven Days of the Chair's or Director's receipt of the Notice of Appeal or the hearing, whichever is later. Any failure by the Student to timely file such a Notice of Appeal shall be deemed to be (a) a waiver of any further appeal; and (b) a Final Action by the University.

Second Appeal to Academic Unit Dean. If a Student is dissatisfied with the decision rendered by the Department Chair or Program Director of the department of the University within which the appeal is taken, the Student may pursue a Second Appeal to the Academic Unit Dean, but only if the Student files a Notice of Appeal with the Academic Unit Dean within seven Days of entry of the Written Decision of the First Appeal. Any such Second Appeal shall be determined by the Academic Unit Dean. The Academic Unit Dean shall provide the Student notice of a hearing (if any) regarding such Second Appeal, and, if a hearing occurs, shall issue a Written Decision regarding such Second Appeal within seven Days of such hearing. Any failure by the Student to timely file such a Notice of Appeal shall be deemed to be (a) a waiver of any further appeal; and (b) a Final Action by the University.

Third and Final Appeal. If a Student is dissatisfied with the decision rendered by the Unit Dean, the Student may pursue a Third and Final Appeal, but only if the Student files a Notice of Appeal with the Vice President for Academic Affairs within seven Days of entry of the Written Decision of the Second Appeal. Within seven Days of notice of the appeal the VPAA shall inform the Academic Unit Dean of the appeal. The Academic Unit Dean shall appoint an Academic Appeals Committee and appoint a chair. The Third and Final Appeal shall be determined by the Academic Appeals Committee. The chair of the Academic Appeals Committee shall provide the Student notice of a hearing (if any) regarding such Third and Final Appeal, and the Academic Appeals Committee shall issue a Written Decision regarding such Third and Final Appeal within fifteen Days of such hearing. Any decision by the Academic Appeals Committee shall constitute the Final Action of the University regarding the Academic Appeal.

Policies

Only the Student may appear on the Student's own behalf at any stage of the Academic Appeal process. The Student shall not have a right to the presence of an attorney during the Academic Appeal process. No rules of process or procedure shall apply at any stage of the Academic Appeal process, except as set forth in this Academic Appeals Policy.

Any time frames referenced in this Academic Appeals Policy may be shortened or extended, at the sole and exclusive discretion of the VPAA. Any right to a hearing shall be within the sole exclusive discretion of the Department Chair or Program Director, the Academic Unit Dean, or the Academic Appeals Committee.

This Academic Appeals Policy shall be the sole policy of the University regarding Academic Appeals, and shall take precedence over any other academic appeals process, written or oral, adopted by any division or school of the University. Any Written Decision from which the Student does not timely file a Notice of Appeal shall be considered to be the Final Action by the University regarding the Academic Appeal. No Student may bring suit or civil action or arbitration against the University until such time as that Student has pursued and exhausted all rights under the Academic Appeals Policy.

All matters raised in a Notice of Appeal or at any stage of an Academic Appeal shall be considered to be confidential. At the commencement of each stage of the Academic Appeal, the following statement shall be read:

This is a reminder that confidentiality is an integral part of the appeal process. All parties who take part in any stage of the Academic Appeals process may consider sensitive or confidential information in order to conduct appeals. Absent an overriding duty of disclosure imposed by statute or law upon the University, all Notices of Appeal and other documents or testimony shall be considered to be confidential.

All materials related to the Academic Appeal pursued by a Student shall be retained in the Student's records at the University for a period of five years, after which such materials may, at the discretion of the University, be destroyed.