

ABOUT TRINIDAD STATE

ACADEMIC APPEAL

Academic Appeal

Academic Appeal Procedures

1. Statement of Purpose-To secure equitable solutions to problems of an academic nature that affect a student's academic progress.
 2. Basis for an Academic Appeal-An academic appeal may be initiated for the following:
 - a. Denial of program completion/graduation
 - b. Academic dismissal from a program
 - c. Appeal an end of semester grade (final grade)
 3. Procedure
 - a. Informal Appeal - This process must be used first. The student and instructor should attempt to resolve the problem on an informal basis whenever possible. If this fails, the student may meet with the instructor to resolve the issue. If the issue is not resolved in the informal process, the student may initiate the formal appeal process.
 - b. Formal Appeal - A written request, via email, to the appropriate Dean of Instruction must be initiated according to the procedures and timelines listed below:
 - i. Final grade appeals must be initiated by the student within thirty calendar days of the awarding of the grade by the instructor after the semester ends.
 - ii. Denial of program completion/graduation or academic dismissal appeals from any program must be initiated within ten calendar days following the notification to the student.
 - iii. The student may initiate a formal appeal by submitting a written request, via email, to the appropriate Dean of Instruction. Appeals may be submitted outside the timelines indicated above only if documented extenuating circumstances exist. These circumstances must be fully explained in the written request and accompanied by supportive documentation. Acceptance of late appeals will be at the discretion of the Instructional Dean.
 - iv. The Dean of Instruction will convene an administrative hearing.
 - v. Participants in the administrative hearing will include the student, the instructor, and the Dean of Instruction.
 - vi. The instructor may submit written statements by other individuals having information regarding the complaint. If a student wishes to submit supporting documentation with their appeal, it must be uploaded with the written request before submitting via email.
 - vii. After the hearing, the Dean of Instruction will review all oral and written statements and reach a decision. Students will be notified of the appeal decision via their student issued CCCS email account, accessible through Student Portal within ten calendar days after the hearing. A written notification will also be sent to the instructor.
 - viii. Petition for Review of Due Process: After the appeals decision by the Dean of Instruction, the student may submit a written request to the campus Vice President of Academic Affairs for a process review of the appeals proceedings. The Petition for Review must be submitted within ten calendar days of the written notification of the initial decision. Failure to meet the ten-day deadline for a written request for review will result in the initial decision made by the Dean of instruction being final and not subject to additional review.
- All decisions of the Vice President are final.

Note:

Appeals/grievances of a non-academic nature are handled by the Vice President of Student Services in accordance with the current student grievance procedure.