

NORTHWEST COLLEGE

**STUDENT ACADEMIC
APPEALS POLICY**

Approved by the Board of Directors
2000

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STUDENT ACADEMIC APPEALS POLICY

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STUDENT ACADEMIC APPEALS POLICY

Section 4.000

Section Title: General Appeals

4.100 Academic Appeals

4.110 Scriptural Solution

The student is urged to follow scriptural patterns for the solution of problems (Matt. 18:15-17).

4.120 The student is expected to relate to the College's standards and the individual professor's classroom regulations in a positive way. The student must be courteous toward the professor and refrain from conduct which disrupts the learning process.

4.130 If a student has a grievance against a professor, with regard to a grade received or other teacher action affecting the student's standing, the student shall respectfully speak to the professor about it, or to the Senior Vice President for Academic Affairs if the student finds the professor unapproachable.

4.131 If the matter remains unresolved, the student will have seven days to request (in writing to the Senior Vice President for Academic Affairs) a hearing by the Academic Affairs Committee.

4.132 A vice chairman designated by the president for the specific case shall preside over the hearing in the event that there is conflict of interest involving both the Senior Vice President for Academic Affairs and the vice chairman of the Academic Affairs Committee.

4.133 The student, the professor, and vice chairman may limit testimony if it becomes irrelevant, immaterial, or unduly repetitious.

4.134 Testimony by other parties shall be received by the Committee only when it is unable to determine the facts of the case from the testimony of the involved parties.

- 4.135 By the majority vote the Committee may decide for the professor or the student, or may reach a decision which arbitrates between the two if it feels that both views presented are incomplete. (Board action-February, 1984).
- 4.136 The action of the Academic Affairs Committee shall be final.
- 4.137 In cases of severe incompatibility with a professor or with the College's standards, the student shall voluntarily withdraw from the class or from the College rather than promote disunity.

4.200 Division of Education Appeals

- 4.210 In the event that a student believes the his/her application to, retention in, and progress through the program lacks substantiation, or has been unfair, the student has the right to appeal within thirty days of such action or decision taken by the Division of Education. The following procedure must be followed:
- 4.211 The student must submit to the Division of Education, a copy of the notification of denial and supporting documents, along with a clear, concise statement explaining in writing how the student believes the petition decision lacks substantiation or has been unfair. The statement should also include any new information that would shed light on the issue, but should not simply re-state what was in the original petition.
- 4.212 The Senior Vice President for Academic Affairs will review the documents submitted and if they are complete and in order, will refer the appeal to the Academic Affairs Committee.
- 4.213 The student may desire to present his/her appeal to the Committee in person, in which case the student should so state in writing at the time the appeal is filed.

- 4.214 The student will be notified in writing of the action of the Academic Affairs Committee no later than fifteen days following the filing of the appeal, excluding weekends, holidays, and breaks between semesters.
- 4.215 If the Academic Affairs Committee denies the appeal and the student wishes to pursue the matter further, an appointment should be made within seven calendar days with the Senior Vice President for Academic Affairs by contacting his/her Administrative Assistant.
- 4.216 If the Senior Vice President for Academic Affairs upholds the Academic Affairs Committee denial, the student may appeal the decision directly to the Office of Certification and Licensing in Olympia providing the petition decision being appealed relates to a state regulation for certification.
(WAC 180-75-020 through 180-75-033)

4.300 Academic Dishonesty

- 4.310 Northwest College considers any kind of academic dishonesty a serious violation of Christian standards, which may result in the student receiving an "F" for the course, dismissal from the course, or possibly being dismissed from the College.
- 4.311 Academic dishonesty includes cheating on assignments or examinations, plagiarizing (misrepresentation of another's work as one's own original creation), submission of the same (or essentially the same) paper in more than one course without prior consent of all professors concerned, and sabotaging another student's work.
- 4.312 Any student disciplined by a faculty member for alleged academic dishonesty has the right to appeal the disciplinary action. The student should initiate his/her appeal according to procedures outlined in section 4.130.