

## ACADEMIC DISMISSAL APPEALS

1. Upon decision to academically dismiss a student, the Office of the Vice President for Academic Affairs will prepare written and electronic communication informing the student and College representatives of the student's dismissal. Students have five working days to appeal. If an appeal is not received within this prescribed timeframe, the student will be dismissed. If a student wishes to appeal an academic dismissal, the student must first submit the appeal in writing to the Vice President for Academic Affairs, (or designee in the Vice President's absence) and to the student's advisor within five business days of receiving notice of the dismissal. The Vice President for Academic Affairs will review the appeal with the counselor, instructor(s) and advisor (when available) prior to rendering any decision.
2. After the Vice President for Academic Affairs has rendered a decision, should the student wish to pursue the matter further, the student may appeal to the President, who may choose, upon his/her discretion, to refer the complaint to an academic appeals committee or uphold the findings. If the President chooses to refer the complaint an academic appeals committee comprised of three full-time faculty members and two students. The President will appoint one of the faculty members to chair the hearing. The members of this committee must have no vested interest in the matter under review.
3. The Academic Appeals Committee has the responsibility of hearing and reviewing the evidence. The hearing will take place within 72 hours following the student's request for a hearing. A verbatim record, such as a tape recording, will be made of all hearings. This record remains the property of the College. The student may request and receive a copy of the proceedings at the student's expense. Within 24 hours following the hearing, the committee will submit a written recommendation to the President.
4. Within 24 hours, the President will render a decision on the case and then inform all parties, in writing, of his decision.