Academic Council Appeal Process

Through the Academic Council which is a standing committee of the University Senate, an avenue for appealing the University’s academic policies is provided for all students. Council membership includes 3 students, 3 faculty members, a representative of the Provost & Vice President for Academic Affairs, a representative of the Vice President for Student Affairs, the Director of the Academic Support Center, the Registrar, and a representative from the Adult & Transfer Admission area.

Appeal Process

A-1 Students must submit a written appeal to Academic Council, 316 Roush Hall by no later than the Friday before each meeting. Council meets Weeks 1, 3, 5, 7, 9, 11, 13 and 15 of each semester at 4:00 p.m. on Thursdays.

A-2 The appeal should include
1. The specific request being made and rationale for the request.
2. Signed and dated Acknowledgement Form (attached).
3. Any written supporting documentation from faculty, staff, students or health care professionals relevant to any extenuating circumstances being cited.

Please note: all relevant documentation, including medical documentation, must be submitted to Academic Council. Documentation that could be available at the time of the Academic Council hearing will not be considered in subsequent appeals processes.

A-3 Students are strongly encouraged to appear before Academic Council to present their cases and answer questions.

A-4 Students will be given written confirmation of the decision of Academic Council within three business days of the completion of the hearing. If the request is denied, the rationale/ reason will be contained in the written confirmation, and any further appeal must be filed in writing with Appeals Council within two business days (call Lorraine Martin 614 823-1250 to request a hearing before the Appeals Council).

A-5 Pending action of the Appeals Council, a student’s status shall not be altered, nor his/her right to be present on campus and attend classes suspended, except for reasons relating to his/her physical or emotional safety and the well being of students, faculty/staff or University property.

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Appellant Rights

- To have a faculty member, administrator, or student appear at the hearing in an advisory capacity. The adviser may not be a legal counselor, a parent/guardian, or anyone from outside the University community.
- To request that a particular council member(s) not hear the case upon demonstration of evidentiary cause.
- To call witnesses in your behalf before Academic Council. The witness(es) may not be a legal counselor or anyone from outside the University community.
- To remain silent, or to have your case heard without attending the hearing.
- To inquire about the procedure for future appeals, and if such inquiry is made, to be informed of the procedure for appeal.

Information About Some Specific Appeals

B-1 Withdrawal from All Classes for a Term: Prior to submitting an appeal for the withdrawal from all classes (if the student has financial aid), communication must be made with the Financial Aid Office to discuss possible negative ramifications to financial aid if the appeal is approved by Academic Council. Signing the Acknowledgement of Appellant’s Rights form demonstrates to Academic Council that information was discussed with a Financial Aid Counselor and the student still wishes to file the appeal.

B-2 Withdrawal from One or More Classes for a Semester: Students who participate in varsity sports must maintain full-time status (12 hours) for the entire semester of participation. If you are appealing to withdraw from classes taken in the participation semester, you cannot appeal withdrawing below the 12-hour minimum.

B-3 Late Registration: An appeal to register late must be accompanied by 1) a letter from the Student Accounts Manager (Ms. Judy Ralph, Business Office) indicating that you are cleared to register for the term in question and have the financial means to pay for the term; 2) letters from the course instructors giving the exact course number/section that you have been attending from the beginning of the term, and that you have their permission to be enrolled.

B-4 Courses Dropped Via Self-Service Banner That Were Never Dropped: Appeals requesting removal of a failing grade for a course claimed to have been dropped via Self-Service Banner will most likely be denied. The University’s computer system retains a printable audit trail showing every single add/drop transaction attempted by a student once “Submit” has been clicked by a student. Failure to read and follow the add/drop instructions on Self-Service Banner are not grounds for approval of an appeal.

B-5 Appeals for retroactive withdrawals and/or tuition adjustments of older than two years will not be heard.

For Questions:
Contact the Office of Academic Affairs (316 Rous Hall; 614 823-1573)  14 September 2012
ACKNOWLEDGEMENT
of
APPELLANT’S RIGHTS
in
ACADEMIC POLICY APPEAL PROCESS

I have read the Academic Council process and will follow those procedures.

If I am asking for a withdrawal from all classes for a term, I understand there may be possible negative ramifications to my financial aid.

________________________________
Signature

________________________________
Print Name

________________________________
Student ID#

________________________________
Date

Return to Academic Affairs
Suite 316 Roush Hall
Otterbein University
Westerville, Ohio  43081

30 July 2012