

ACADEMIC APPEALS, PETITIONS, & GRIEVANCES

Bethel University strives to establish systems and academic standards that are reasonable and fair for all its students. Students may still need to request exceptions, appeal decisions, or submit an academic grievance when necessary.

NOTE: Some Bethel programs have program-specific appeal or petition processes. These program-specific processes and policies supersede the university policy regarding the student's standing with that particular program.

Definitions

An academic petition is a request by the student for an exception to any standing university academic policy.

An academic appeal is a request from a student to reconsider a university decision.

A grievance is an allegation of unfair or discriminatory practice or decision by faculty, administration, or administrative staff. The central focus of a grievance is not the policy itself, but rather the action of the one against whom the grievance is filed or the unfair application of a policy. Grievances that involve discrimination, misconduct or sexual harassment should go through the process outlined in the Bethel University's Title IX Policy (<https://www.bethel.edu/people-culture/complaints-concerns/sexual-misconduct/bethel-university-title-ix-policy-2024.pdf>).

Academic Petition

Students may petition for an exception to any university academic policy. This is done on a petition form which can be obtained through the Registrar's Office website or through Academic Advising. The petition must be approved by the appropriate authority or committee in order to be official. Students will be notified of the decision.

Samples of petitions can include, but are not limited to:

- Change of student catalog year
- Extension of degree time limit
- Registration outside of add/drop/withdrawal dates
- Residency requirement
- Course substitution
- General Education requirements
- Graduation Requirements
- Change of Grade (*Note: there is a separate policy dealing specifically with Change of Grade requests.*)

Academic Appeal

A student may request an appeal following a faculty decision or administrative action by the university including, but not limited to, penalties, dismissals, and petitions. Students have 21 days following a decision to submit an appeal.

Academic Grievance

Whenever possible, a first course of action for a student would be to seek to resolve any matter with the appropriate person. If not possible or still unresolved, the student has three weeks to submit an official grievance in writing to the Provost's Office. Grievances that involve discrimination, misconduct or sexual harassment should go through the process outlined in the Bethel University's Title IX Policy

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Course Content Concerns

Any concerns or disputes about course content (i.e., subject matter) and/or procedures (e.g., how the course is conducted or students are treated) should first be addressed with the instructor. If the concern or dispute is not satisfactorily settled, the student should then consult with the department chair or program director. If the matter remains unresolved or if the instructor is a department chair or program director, the student may submit an Academic Concern Form, which will bring the matter to the attention of the appropriate dean.

Faculty Conduct Policy

Any concerns about faculty conduct unrelated to academic content and course procedures should be directed to the dean of the school in which the faculty teaches by submitting the appropriate form found on the Registrar's Office webpage.