

ACADEMIC APPEALS

Appeals of Academic Dismissal

Students who have been academically dismissed are notified by the Registrar. They may appeal the academic dismissal to the Academic Appeals Committee by submitting a written appeal to the Office of Academic Affairs (<https://www.bethel.edu/undergrad/academic-affairs/>). Students may choose to be present at a hearing for the purpose of responding to specific requests for information from committee members. Written notification of the committee's decision will be sent to students via their Bethel email address. Complete instructions and forms for the appeal process are sent by the Registrar when the students are notified of their dismissal; the appeals process complies with the Minnesota Statutes, section 122A.09, subdivision 4, paragraph (c).

Appeals of Grades and Other Academic Policies for a Course, Major, or Minor

Appeals related to grades and decisions of the registrar in applying academic policies to a course or requirements for a major or a minor should be made as soon as possible following the decision in question; the appeals process complies with the Minnesota Statutes, section 122A.09, subdivision 4, paragraph (c). The student will seek to resolve the matter first with the instructor or with the party directly responsible for the decision, and then with the department chair. (If the instructor is the department chair, the student should contact the dean of academic programs.) If after talking with the instructor and the department chair the matter is not resolved, the student may appeal in writing to the dean of academic programs. This written appeal must be received within three weeks of the decision.

Concerns about course content and procedures should be addressed first to the instructor and then to the department chair. If after talking with the instructor and the department chair, the issue has not been resolved, the student should contact the dean of academic programs.

Appeals of General Education Requirements

Appeals related to transfer of a course to fulfill a general education requirement should be made to the general education committee member responsible for the course or category in question. If the matter is not resolved, an appeal may be made to the dean of academic programs within three weeks of the decision. A list of the general education committee members can be obtained in the Office of the Registrar (<https://www.bethel.edu/registrar/>) or the Office of Academic Affairs (<https://www.bethel.edu/undergrad/academic-affairs/>).

Appeals of Graduation Requirements and Other Academic Policies

Appeals related to graduation requirements and decisions of the registrar applying policies that are not related to a particular course or to a major or minor should be made as soon as possible after the registrar's decision; the appeals process complies with the Minnesota Statutes, section 122A.09, subdivision 4, paragraph (c). Students should use the form found on the registrar's website and submit the form to the associate provost of the college of arts and sciences.

Appeals of Disciplinary Action Related to Academic Honesty

Students charged with a violation have the right to appeal any disciplinary action; the appeals process complies with the Minnesota Statutes, section 122A.09, subdivision 4, paragraph (c). As soon as possible following the disciplinary action in question, the student will seek to resolve the matter first

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with the instructor or with the party directly responsible for the decision, and then with the department chair. (If the instructor is the department chair, the student should contact the dean of academic programs.) If after talking with the instructor and the department chair, the matter is not resolved, the student may appeal in writing to the associate provost of the college of arts and sciences. This written appeal must be received within three weeks of the decision or incident in question.