

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 BUILD Academic Appeals Committee by submitting a written appeal to the Office of 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 and their parent(s)/guardian(s) via US mail. 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). Decisions of the BUILD Academic Appeals Committee affect academic and financial aid policies.

Appeals of Grades and Other Academic Policies for a Course or Applied Studies Certificate

Appeals related to grades and decisions of the registrar in applying academic policies to a course or requirements for the Certificate in Applied Studies 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 BUILD program director. (If the instructor is the BUILD program director, the student should contact the assistant dean of the Center for Access and Integration.) If after talking with the instructor and the BUILD program director the matter is not resolved, the student may appeal in writing to the assistant dean of the Center for Access and Integration. 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 BUILD program director. (If the instructor is the BUILD program director, the student should contact the assistant dean of the Center for Access and Integration.) If after talking with the instructor and the BUILD program director, the issue has not been resolved, the student should contact the assistant dean of the Center for Access and Integration.

Appeals of Other Academic Policies

Appeals related to decisions of the registrar applying policies that are not related to a particular course or to the Certificate in Applied Studies 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 assistant dean of the Center for Access and Integration.

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 with the instructor or with the party directly responsible for the decision, and then with the BUILD program director. If after talking with the instructor and program director, the matter is not resolved, the student may appeal in writing to the assistant dean of the Center for Access and Integration. (If the instructor is the program director, the student should contact the assistant dean of the Center for Access and Integration, and may appeal in writing to the Associate Provost and Vice President of

Academic Appeals 2

Academic Affairs.) This written appeal must be received within three weeks of the decision or incident in question.