

OWENS COMMUNITY COLLEGE
INTERNAL OPERATING PROCEDURES

Student Non-Academic Appeal

Board Policy No.: 3358:11-3-64

PROCEDURES AND GUIDELINES:

The Non-Academic Appeal by Student procedure provides a student with an outlet when a student disagrees with a decision or action (excluding academic or disciplinary issues) of an Owens Community College administrator, faculty, or staff member. The procedure is as follows:

The student must initiate the appeal process by first discussing the action that is the source of the disagreement with the following college employees in the order listed below:

- the administrator, faculty, or staff member who made the decision
- the immediate supervisor of the administrator, faculty, or staff member

In the event that an acceptable resolution is not found through discussions with each of the above individuals, the student may file a formal appeal. The formal appeal is initiated once the student completes and signs the “Request for Non-Academic Appeal” form and submits the form to the Office of the Vice President of Student Services. Forms are available in the Office of the Vice President of Student Services.

All formal Non-Academic Appeals must be filed by the end of the semester following the semester in which the dispute occurred, including summer semester. The Non-Academic Appeal process will be handled in a timely manner, depending on the availability of information related to the appeal. Non-Academic Appeal decisions will be rendered no later than the 8th week of the semester following the semester in which the Request for Non-Academic Appeal form is submitted to the Office of the Vice President of Student Services. The decision of the Vice President of Student Services is final.

These procedures were approved by the Academic Standards Committee and implemented by the Vice President, Student Services.

Any changes to the procedures must be submitted to the Board Secretary for President’s Cabinet review.

These procedures conform to the policy as approved by the Board of Trustees on November 10, 2009, and as filed with the State of Ohio Electronic Rule Filing with the policy effective date of November 22, 2009.

11-19-09 pj