

West Virginia Northern Community College
Student Academic Rules and Appeal Process

Rule Number: NC-3009

Effective Date: July 1, 2018

Date Approved by WVNCC Board of Governors: May 17, 2018

Date Approved by CTCS: June 8, 2018

Authority Reference:

Replaces previous rule dated: State College System Board of Directors Procedural Rule 60
Effective: July 25, 1989

Purpose:

WVNCC seeks to provide educational programming and rules that encourage integrity, independence, and maturity. WVNCC authorizes the imposition of sanctions upon students who violate the academic rules and regulations of the Institution. It also authorizes an appellate process, through which the student (by due process) may appeal a decision of academic sanctions to a duly constituted Academic Appeals Process.

Rule:

The College will establish a procedure for Student Academic Appeals process. WVNCC seeks to provide educational programming and rules that encourage independence and maturity. WVNCC authorizes the imposition of sanctions upon students who violate the academic rules and regulations of the Institution. It also authorizes an appellate process, through which the student (by due process) may appeal a decision of academic sanctions using the Academic Appeals Process.

Applicability:

This procedure is applicable to any appeal based on final grades, excluding grades resulting from dismissal from an academic program. The Vice President for Academic Affairs, or designee, is responsible for the academic appeals process. Violations of Non-academic standards shall be processed through the Student Code of Conduct process. The Vice President of Student Services will oversee processing violations of Non-academic Standards.

Academic Rights and Responsibilities¹:

All students, faculty, and staff are responsible for understanding and complying with the WVNCC stated academic requirements:

1. Student grades are to be based solely on academic performance as measured by the standards set forth in the course syllabus.
2. Students should feel free to express their thoughts and opinions in an academic forum without fear of punishment or retribution.
3. Assignments must be completed by the student to whom the work is assigned and without unauthorized aid of any kind.

¹ Adapted from Blue Ridge CTC Student Handbook. (2018).
<http://catalog.blueridgectc.edu/content.php?catoid=11&navoid=233>

4. Instructors shall encourage honest effort by exercising care in planning and supervising academic work.
5. A student who does not comply with the West Virginia Northern honesty standard may be subject to appropriate penalties imposed by the instructor, and even including academic probation, suspension or dismissal by the institution.

Students aggrieved by College actions of an academic nature shall have the opportunity to appeal.

The professional educator's qualifications and rights to determine academic standards are respected and accepted. The professional educator shall be accountable for establishing and maintaining appropriate academic standards for coursework.

The student's right for grievance shall be forfeited if the complaint is not addressed through the Academic Appeals Process.

Definitions:

(These were obtained from <http://eac.edu/Academics/grievance.shtml>)

Days: Business days exclusive of weekends, semester breaks, and official holidays as identified in the College Catalog.

Complainant: Student complainant.

Official: College official(s) responsible for the program or action for which the student complainant has a grievance.

Academic Affairs Officer:

Campus official designated by the College President typically the Vice President for Academic Affairs for oversight of academic affairs.

Academic Appeals Committee (AAC):

College committee charged with responsibility to advise the College President on policies, standards, rules and regulations for academic standards; and to serve as an appeals committee for grievances concerning academic standards. The committee shall be composed of five persons: three professional educators from the College and two students preferably one from the campus of the appeal. The committee will select a faculty chairperson who will only have voting privileges in the case of a deadlock decision. In a grade appeal, one professional educator member must be from the discipline of the course grade in question or from a related discipline. In a program dismissal appeal, one professional educator member must be from the faculty of that program. The College may include security at the appeal hearing if it is deemed necessary for safety.

Academic Standard:

All actions relating to grades, grading standards, professional educator conduct, and materials presented in a classroom by the professional educator or adjunct, and professional educator discrimination against a student exclusive of discrimination as defined by federal or state laws.

Plagiarism: The use of someone else's ideas, words, or research without identifying that person in an appropriate citation in assignments.

Cheating: Cheating includes but is not limited to receiving test answers from or giving

test answers to another student, faculty, or staff, submitting another student's work as one's own work, stealing tests or test items.

Reasons for Academic Violation*:

Reasons include, but are not limited to, the following:

1. Violations of Institutional academic standards, rules, regulations (e.g. required grade point averages, etc.) as stated in the College Catalog
2. Academic dishonesty, including but not limited to plagiarism, cheating, or falsifying records.
3. Behavior in the academic setting that interferes with the right of other students to learn

*Academic Violations may also be viewed as Code of Conduct violations and processed through that procedure.

Reasons for Academic Appeal

Appeal of a final grade or of other academic sanctions.

Imposable Sanctions

The following sanctions may be imposed for violations of the Academic Standards:

1. Faculty Sanctions

- A. A faculty member may lower a grade, award a failing grade, or administratively withdraw a student;
- B. A faculty member may exclude a student from participation in a class session or from a particular course if, in the judgment of the faculty member, the student's actions interfere with the right of other students to learn.
- C. A faculty member may request administrative withdrawal of a student from a particular course for repeated disruptive behavior and violation of the Code of Conduct Policy.

2. College Sanctions

- A. The College may place the student on academic or program probation;
- B. The College may suspend the student;
- C. The College may dismiss the student from a program or the College; Dismissal from a program allows a student to enroll in courses in other programs while dismissal from the College removes the student's eligibility in other courses or programs at the College.

3. Interim Sanctions

The College may impose interim sanctions in cases where the student is prohibited from participating in classes while the appeal process is ongoing.