

Procedure Title	Original Adoption Date	Procedure Number
Student Academic Appeals	6/15/1978	SS-415
Responsible College Division/Department	Responsible College Manager Title	
Student Success	Vice-President of Student Success	

Procedure
<p>Students attending Lakeshore College may appeal a final course grade, assignment grade or other academic concerns through the following process. Students must initiate step one of the appeal process within seven (7) business days following the submission of the grade. All appeal steps must be communicated in writing or via email.</p> <p>Step 1 The student must communicate with the instructor of the course to attempt to resolve the dispute. The faculty will respond within seven (7) business days.</p> <p>Step 2 If not resolved, the student will submit a Grade Appeal form (Maxient). The appeal form will be submitted to the Division Dean or Associate Dean who will conduct a review of the information presented by the student and respond with a decision within seven (7) business days.</p> <p>Step 3 The student may appeal the Dean's decision to the Registrar & Student Conduct Officer by submitting a written documentation describing their specific concerns. The Registrar & Student Conduct Officer reviews appeal to determine if it merits further consideration. If not, the matter will be considered closed. If further review is warranted, additional information will be collected and provided, at the Registrar & Student Conduct Officer's discretion, to either an Internal Investigation Committee or the Vice President of Instruction.</p> <p>Step 4a Internal Investigation Committee will consist of Vice President of Student Success, a student, a faculty member not associated with case, and a dean not associated with the division. The Registrar & Student Conduct Officer will serve as an ex-officio member. Students and staff involved with be notified within fifteen (15) business days. The decision of the Internal Investigation Committee will be considered final for the LTC process.</p> <p>Step 4b The student may appeal the committee's decision, in writing, to the Vice President of Instruction within ten (10) business days of the receipt of the committee's decision. The Vice President of Instruction will meet with the student involved within ten (10) business days. The decision of the Vice President of Instruction will be considered final for the LTC process.</p> <p>The College's final decision may be appealed to the WTCS.</p>

Definitions
Internal Investigation Committee will consist of, VP Student Success, a student, a faculty member not associated with case, and Dean not associated with that division. Registrar will serve as an ex officio member.

Reviewed: 4/2024