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Dear ALLEN Concurrent Student:

Welcome to Allen Community College (ALLEN). As a high school/college concurrent student, you are to be commended on challenging yourself and getting a jump-start on your college or workforce education. One of our goals at ALLEN is to provide each student with the direction and support needed to have a positive educational experience. As an ALLEN concurrent student you are a vital part of our educational process and we look forward to serving you not only while you are in high school, but after your graduate as well.

The following Outreach Concurrent Student Handbook serves as a source of information to assist you while taking ALLEN courses. The handbook covers topics such as admission policies, scholarships, student/instructor issues, and should be used as a resource to help make informed decisions. The handbook is to be used along with the ALLEN catalog ([www.allencc.edu](http://www.allencc.edu)).

I want to express our appreciation for your choosing Allen Community College. We are looking forward to providing your college educational and workforce training needs for the remainder of your high school as well as after you graduate from high school. If you have any questions please contact me by calling (785) 654-2416 ext 203, or email: dallison@allencc.edu.

Sincerely,

Dick Allison
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Reavis (B) x202</td>
<td>Dean for Burlingame Campus</td>
</tr>
<tr>
<td>Regena Aye (B) x204</td>
<td>Dean of Online Learning</td>
</tr>
<tr>
<td>Dick Allison (B) x203</td>
<td>Director of Outreach Program Development</td>
</tr>
<tr>
<td>Rebecca Bilderback (I) x267</td>
<td>Director of Admissions</td>
</tr>
<tr>
<td>Anne Baer (B) x211</td>
<td>Director of Outreach Student Services</td>
</tr>
<tr>
<td>April Sherry (B) x214</td>
<td>Administrative Assistant: Concurrent Enrollment</td>
</tr>
<tr>
<td>April Henry (B) x230</td>
<td>Admissions Counselor</td>
</tr>
<tr>
<td>Bill Swinney (B) x213</td>
<td>Career/Academic Advisor</td>
</tr>
<tr>
<td>Reggie Fosberg (B) x205</td>
<td>Administrative Assistant: Bookkeeper/Textbooks</td>
</tr>
<tr>
<td>Nichole Schlesener (B) x208</td>
<td>Receptionist/Bookstore Clerk</td>
</tr>
<tr>
<td>Teresa Rice (B) x210</td>
<td>Administrative Assistant: Student Services</td>
</tr>
<tr>
<td>Ann Lindbloom (B) x201</td>
<td>Online Course Coordinator</td>
</tr>
</tbody>
</table>

(B): Burlingame Campus  
100 Bloomquist Drive  
Burlingame, KS 66413  
Phone: 785-654-2416  
Fax: 785-654-2336  
E-mail: advisor@allenc.edu

(I): Iola Campus  
1801 N. Cottonwood  
Iola, KS 66749  
Phone: 620-365-5116  
Fax: 620-365-7406
Student Admissions:
ALLEN has an “open admission” policy. To be admitted, each student must complete an admission application form and provide the college with appropriate high school transcripts.

Any high school student having a gifted IEP or who is classified a sophomore, junior, or senior may be admitted as a special non-degree seeking student upon written approval from the high school principal.

To apply for admission:
- Complete an online application for admission (allencc.edu)
- Submit a high school transcript
- Take the ASSET or COMPASS assessment test or forward ACT scores taken within past 3 years to ALLEN-Burlingame

Admission as a High School Student:
Student Eligibility for Enrollment
1. Concurrently enrolled students must meet ALLEN enrollment requirements, follow ALLEN procedures regarding assessment/placement, and satisfy course prerequisites. High school students in grades 10, 11, and 12, who enroll in courses administered through ALLEN, may be officially registered or enrolled as non-degree or non-matriculated students of the sponsoring post secondary institution. To meet the “academic challenge” students must have an acceptable score or sub-score on a standardized placement test in order to enroll in an ALLEN course.
2. Students who are enrolled in grade 9 and are classified by a school district as “gifted” according to the State Department of Education’s definition, K.A.R.91-40-1 (cc), as amended, may be admitted as concurrently enrolled students provided all other applicable requirements as outlined above are satisfied.
3. The student must be authorized by the school principal to apply for enrollment in ALLEN post secondary courses.

Student Support Services:
Academic counseling is available to ALLEN students in order to make the transition from high school to college. Career and personal counseling are also available.

Placement testing is required of all high school students. Students must provide minimum ACT scores to ALLEN or demonstrate proficiency on the ASSET or COMPASS test.

Each site has an ALLEN site coordinator assigned. The site coordinator is the direct administrative liaison between the high school and ALLEN. They assist in a variety of capacities such as course scheduling, testing, enrollment, textbooks, etc.

Scholarships/Grants-In-Aid
ALLEN offers academic scholarships to qualified concurrent students. To apply, students must submit an ALLEN application form by the listed deadline along with an official
high school transcript. Scholarships are not available for students taking summer classes.

**Academic Scholarships for Full time students:**
Enrollment must include 12 credit hours that start at the beginning of the semester (except concurrent trimester classes). High school students enrolled in 12 or more cr. hrs during their first semester at ALLEN may use their high school GPA for scholarship determination.

**Presidential Scholarship:**
3.75 and above cumulative GPA, or GED score of 650+
Scholarship amount includes tuition, fees, book rental, and incidental fees including lab fees for up to 18 credit hours per semester. Students must pay for consumables and on line technology fees.

**Dean’s Scholarship:**
3.50 – 3.74 cumulative GPA or GED score of 601-649
Scholarship amount includes tuition & book rental up to 18 credit hours per semester.

**Merit Scholarship:**
3.00-3.49 cumulative GPA or GED score of 520-600
Scholarship amount is $500 per semester.

**Academic Scholarships for Part-time students:**
Part time scholarships are available to students who have completed at least 12 credit hours at ALLEN and are enrolled in at least 6 cr. hrs. which commence at the beginning of the semester (except concurrent trimester classes). Scholarships are not available for summer school

**Allen County Grant**
Allen county grants are available to residents of Allen County enrolled in at least 6 credit hours that start at the beginning of the semester (except concurrent trimester classes). Grants are not available for summer classes. A minimum cumulative college GPA of 2.50 is required. Amount is $200

**Early Start Scholarship**
Early start scholarships for summer school are available to first-time students needing developmental education. The student must be enrolled for the following fall semester at ALLEN. No GPA requirement. Amount is tuition and book rent.

**Priority deadline for scholarship applications is December 1 and April 1.**

**Advising:**
Advising is available (advisor@allenccc.edu) to help students:

- Explore careers and learn about college majors.
- Obtain information regarding course prerequisites, graduation requirements, and course load limits.
Enrollment:
Students who have been approved by their high school principal have the opportunity to pre-enroll prior to the start of each semester by attending enrollment sessions at each site or by contacting their ALLEN Site Coordinator. Students who want to enroll at any area outreach site for evening courses or in online courses, can do so by calling the Burlingame Campus.

The student is officially enrolled in a course when he/she has:
*Submitted the online application and completed the registration form
*Paid all tuition and fees or has been approved for scholarships

Refund Policy:
Students withdrawing from a class which is scheduled during a sixteen week semester will receive the following refund of tuition and fees:

<table>
<thead>
<tr>
<th>Days</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-14</td>
<td>100%</td>
</tr>
<tr>
<td>15-28</td>
<td>25%</td>
</tr>
<tr>
<td>29th day to end of semester</td>
<td>0%</td>
</tr>
</tbody>
</table>

Students withdrawing from a class which is scheduled during an eight week semester will receive the following refund of tuition and fees:

<table>
<thead>
<tr>
<th>Days</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-6</td>
<td>100%</td>
</tr>
<tr>
<td>7-12</td>
<td>25%</td>
</tr>
<tr>
<td>13th day to end of semester</td>
<td>0%</td>
</tr>
</tbody>
</table>

Students withdrawing from a class which lasts less than eight weeks will receive the following refund of tuition and fees:

<table>
<thead>
<tr>
<th>Days</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1</td>
<td>100%</td>
</tr>
<tr>
<td>2nd day to end of semester</td>
<td>0%</td>
</tr>
</tbody>
</table>

On-line Students
All on-line classes have a technology fee separate of other fees. This technology fee is a non-refundable fee.

Changes in Class Schedule
Drop/Add Period
The official drop/add period for outreach classes, and Burlingame Campus classes is the first two (2) weeks of the semester. No record of courses dropped during this period will appear on the transcript.

Adding a Class
No classes may be added after the official drop/add period.

Dropping a Class
After the official drop/add period, up to and including the 70th class day of each semester, a student may withdraw. A designation of “W” (withdraw) shall be entered on the student’s transcript. After the 70th class day of each semester, no withdrawals by the student or class instructor shall be allowed. In cases of extenuating circumstances,
permission to withdraw from all classes in which the student is enrolled may be granted by the Vice President for Academic Affairs.

**Placement Policy:**
Concurrent students must demonstrate their readiness for college level work by meeting the ALLEN mandatory placement ACT, ASSET or COMPASS test scores.

**English Placement**
For enrollment in COL101: English Composition I, students must meet the following prerequisites:

<table>
<thead>
<tr>
<th>Test</th>
<th>ASSET</th>
<th>COMPASS</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td>41 or above</td>
<td>55 or above</td>
<td>English score of 16 or above</td>
</tr>
<tr>
<td>Reading</td>
<td>39 or above</td>
<td>73 or above</td>
<td>Reading score of 16 or above</td>
</tr>
</tbody>
</table>

**Math or Science Placement:**
For enrollment in MAT105: College Algebra and any science class (BIO, CHE, PSC) students must meet the following prerequisites:

<table>
<thead>
<tr>
<th>Test</th>
<th>ASSET</th>
<th>COMPASS</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate Algebra</td>
<td>39 or above</td>
<td>50 or above</td>
<td>20 or above</td>
</tr>
</tbody>
</table>

Students must provide copies of high school transcripts and/or ACT scores for English or math placement. Students not meeting placement guidelines may schedule ASSET testing. Students may opt to take the ASSET test a second time to improve their scores.

**Bad Weather Cancellations:**
ALLEN Outreach class cancellations will follow cancellation of the individual High School closings.

**Information Changes:**
Please notify Burlingame or Iola Campus of any change in address, telephone number, and/or name.

**Concurrent Education Pupil (CEP):**
High school students may take a total of 24 credit hours of “CEP” courses. A “CEP” course is defined as a college course taken by a high school student: 1) at the high school; 2) during the normal school day; and 3) which is taught by a high school teacher. High school students may take college courses prior to high school graduation that are taught by an ALLEN instructor who is not employed by the USD; at the ALLEN campuses or other outreach sites, an on line course, or evening college classes at the high school and those credit hours will not count in the 24 credit hour CEP limit.


**Academic Progress Report:**

If a student’s academic progress becomes less than satisfactory, instructors may issue an academic progress report. Upon receipt of an email or regular mail notification, the student should discuss with the instructor. The purpose of the notice is to give advance warning about a lack of progress in time to correct the situation.

**Grades and Grade Point Average:**

A, B, C, D, and P are recorded as passing grades; F indicates failure. An incomplete (I) is given only when a course is not completed because of illness or other conditions, usually beyond the control of the student. The instructor must file an explanation of the work required to complete the course at the time the grade is submitted. An Incomplete Grade Contract outlining the course requirements, the work yet to be completed, and dates, must be completed and signed by both the instructor and the student. The incomplete work must be made up by the end of the following semester. The student who fails to meet the deadline for completion of the incomplete will have to repeat the entire course for credit. In computing grade point averages, the incomplete grade will be interpreted as no hours attempted, no hours completed. The “P” grade indicates hours passed, but grade points are not given.

A semester hour is the basic unit of credit toward graduation. Typically, a course may be worth 1 to 5 hours of credit. A 3-hour course would meet once a week for three hours. At the end of the semester, the credit hours you have earned will be entered on your official transcript. As you accumulate credits, they are added to your transcript.

Grade Point Average (GPA) is determined by dividing total grade points earned by the number of hours taken:

\[
\text{A}=4 \text{ points} \quad \text{B}=3 \text{ points} \quad \text{C}=2 \text{ points} \quad \text{D}=1 \text{ point} \quad \text{F}=0 \text{ points}
\]

The formula for figuring your GPA is as follows:

If you receive an A in a three-hour class, take the number of hours (3) and multiply by the number of grade points (A=4). (3 hours x 4 points = 12 grade points for that class). To figure an overall GPA, divide the number of grade points earned in all courses by the number of credit hours attempted (excluding W’s, P’s, and I’s). If you have repeated a course, only the most recent grade and grade points will be used in computing your GPA.

Semester GPA is determined by dividing the number of grade points earned in a semester by the number of credit hours attempted (excluding W’s, P’s, and I’s).

Final Grades represent your instructor’s evaluation of your academic work. These grades will be posted on your official transcript. Grade reports are available on line by accessing “myAllen” at www.allencc.edu. Your GPA will have an effect on Federal financial aid as well as scholarships and scholastic standing.
Transcripts:
An ALLEN transcript is the record of a student’s academic work. It contains a list of the courses taken and the grades earned. An official transcript is the true record of the student’s academic progress at a college or university. An official transcript has the college seal stamped on it and is signed by the Registrar. The fee for an official transcript is $5.00.

A student who has graduated from high school, or is seeking scholarship or grant in aid, must send ALLEN a copy of their high school transcript before being considered officially enrolled. Students are required to send ALLEN an official copy of previous college transcripts if they have attended another college or university. State law requires ALLEN to keep high school and previous college transcripts in the student’s file. If students transfer credits from another college, university, or vocational-technical school, the Registrar will evaluate official transcripts and tell the students how many credits ALLEN will accept.

ALLEN has transfer agreements with Kansas Regents universities that ensure course transferability. Current transfer guides are available at [www.allencc.edu](http://www.allencc.edu).

Transcript Request Forms:
If an official copy of the student’s ALLEN transcript is to be sent to an employer or another college or university, the student must provide the Registrar with written permission to do so. The transcript may be requested on-line ([www.allencc.edu](http://www.allencc.edu)) or request forms are available at the Burlingame and Iola Campuses, or you may send the Registrar a letter giving your permission to release transcript to third party. Requests must include the student’s signature, social security number and address to which the transcript should be sent. There will be a $5.00 for each copy of a transcript requested. Unofficial transcripts are available from the students account ([http://my.allencc.edu/ics](http://my.allencc.edu/ics)).

Holds:
If a student owes the college money for tuition, fees, or if rental textbooks, library books or equipment are not returned, a hold will be placed on the transcript. The student will not be able to get a copy of the transcript or have it sent to another college or university until payment of all debt and return of all books and equipment.

Attendance Policy:
Responsibility for attending class rests upon the student. There is no policy, which authorizes a student to be absent from classes except as an official representative of the college, as part of recognized and approved activities. The student is expected to be in class each time it meets. Even an unavoidable absence does not excuse the student from the obligation to do all work required. Each instructor at ALLEN sets the attendance policy in each class as explained in his/her course syllabus. Concurrent classes taught at high schools are usually aligned with the attendance policy at the high school.
**Book Rental:**
The book rental program is a service that saves ALLEN students several hundred dollars each semester. For a nominal fee (currently $10 per credit hour), textbooks are furnished. This does not include consumable books such as workbooks. Books are distributed from the Burlingame Campus and must be returned at the end of the semester or upon dropping the course. Any student who fails to return books in accordance with this policy will be assessed the current replacement cost of the book(s). All academic transcripts will be held until payment is received.

**Final Examinations:**
Final examinations will be administered in each class at the end of the semester.

**College Catalog:**
The college catalog is a document governing the relationship between students and the college. The catalog lists the programs offered and the policies governing those programs. It is important that each student be familiar with the content, which is available at [www.allencc.edu](http://www.allencc.edu). The catalog contains detailed course descriptions. The catalog is accessed online and contains degree information and graduation requirements. It can be accessed at [www.allencc.edu](http://www.allencc.edu), under the perspective student tab.

**Accreditation:**
ALLEN is fully accredited by the North Central Association of Colleges and Schools Higher Learning Commission. All the colleges and universities of Kansas and most out-of-state colleges accept full credit towards a baccalaureate degree for most general education course satisfactorily completed at ALLEN.

**Transfer Agreement and Articulation Guide:**  
*Kansas Public Community Colleges -- Kansas Regents Universities*  
A student who completes an Associate in Arts or Associate in Science degree based on a baccalaureate-oriented sequence at a state and regionally accredited Kansas public community college and whose program of studies has met the requirements of the Kansas Public Community College--Public Regents Transfer Agreement and Articulation Guide will be accepted with junior standing and will satisfy the general education requirements of all Regents Universities. See points of Clarification of agreement.

1. This agreement applies only to Associate in Arts and Associate in Science degree transfers from state and regionally accredited public community colleges in Kansas. The agreement does not include transfers from non-accredited community colleges or any other colleges.

2. Transfer students accepted for admission at Kansas Regents universities with the Associate in Arts or Associate in Science degree will automatically be given junior standing with the understanding that:
a) Each receiving institution has the right to determine admission standards to
the various majors of their institution.
b) Transfer students are subject to the same institutional assessment policies and
procedures as resident students of the receiving institution.

3. General education is defined as follows:
General education provides students with facility in the use of the English language
and a broad intellectual experience in the major fields of knowledge. It ensures that
each graduate will have experienced some of the content, method and system of
values of the various disciplines, which enable humanity to understand itself and its
environment at a level of abstraction beyond secondary school studies.

Although the following distribution of courses does not correspond to General
Education requirements at any Kansas Regents institution, it will be accepted as
having satisfied the general education requirements of all Kansas Regents
universities.

A minimum of 45 credit hours of general education with distribution in the
following fields will be required. General education totaling less than 45 will be
accepted, but transfer students must complete the remainder of this requirement
before graduation from the receiving institution, which may require an additional
semester(s).

6 hours of English
3 hours of Speech Communication
3 hours of college level Mathematics (Statistics will be required of transfer
students where university curriculum requires it)
12 hours of Humanities courses from at least three of the following disciplines:
   Art*
   Philosophy
   History
   Theater*
   Music*
   Literature
   (*excluding performance courses)
12 hours of Social and Behavioral Science courses from at least three of the
following disciplines:
   Sociology
   Economics
   Psychology
   Political Science
   Geography
   Anthropology
8 hours of Natural and Physical Science courses from at least 2 disciplines
(lecture with lab)

The sending institution will appropriately code transcripts of students fulfilling
the requirements of this agreement.
4. Other associate degrees and certificates may be awarded for programs, which have requirements different from baccalaureate-oriented sequences or a primary objective other than, transfer. Students in such programs wishing to transfer to Kansas Regents universities are to be considered outside of the terms of this agreement. Students attempting to transfer into Technology, Engineering and Architecture programs are considered outside this agreement. It is recommended that $2 + 2$ and $2 + 3$ arrangements be developed for the above programs of study.

5. Each institution will define its own graduation requirements.

6. Foreign language requirements are viewed as graduation requirements and not as general education requirements for purposes of this agreement.

7. A transfer student may be required to take freshman or sophomore courses to meet particular requirements or course prerequisites of a given major or minor.

8. Transfer students preparing for teacher certification must meet the general requirements as outlined by the State Board of Education. Teacher certification requirements have been incorporated into the degree requirements of Kansas Regents universities.

9. The spirit of the agreement indicates that transfer students are to be judged academically in the same way as non-transfer students.

**Student Records Policy:**
Students at ALLEN should be aware of legal rights under the Family Rights and Privacy Act of 1974, more commonly called the Buckley Amendment. By the knowledge and the exercise of these rights, students may be certain that the college is providing fair and accurate information from student records only to persons with a legitimate need and right, and that students have free access to these, their own records, as outlined in the following:

Students have the right to inspect and review all their records, which meet the Act’s definition of “educational records.” Students may request an interpretation of what this information means and a copy of these records, at their own expense.

Student educational records are any and all records maintained by the college concerning the student with these exceptions:

a) Personal notes of ALLEN staff and faculty
b) Employment records
c) Medical and counseling records used solely for treatment but subject to review by a qualified physician or counselor of the student’s choice.
d) Financial records of the student’s parents, unless a written waiver has been submitted by the parent’s.
The student must give prior consent before information may be disclosed to third parties unless they are exempt from this provision. The exceptions include:

a) College faculty and staff with any official, legitimate request
b) Requests in accordance with a lawful subpoena or court order
c) Requests from representatives of agencies or organizations from which you have received financial aid
d) Requests from officials of other educational institutions in which you intend to enroll
e) Requests from other persons specifically exempt for the prior consent requirement of the Family Rights and Privacy Act
f) Requests for directory information

Under no condition may a student be required to waive his/her rights under the Act before receiving scholarships, services or any benefits of the college. Students’ records are maintained in several offices on the Burlingame and Iola campuses. Requests for review of records must be made through the Registrar’s Office. The only circumstances under which ALLEN will deny such access to records is if, in the judgment of the President, Vice-President for Academic Affairs, and Dean of Student Affairs, access to the records would endanger the safety and well-being of the student.

A student may challenge any information contained in his/her educational records, which he/she believes to be inaccurate, misleading, or inappropriate. This does not extend to reviewing grades unless the grade assigned by an instructor was inaccurately recorded. A student may also insert a statement in his/her records to support a given point of view. A student should make every effort to resolve the problem through informal procedure with the person in that department responsible for such records. If the problem cannot be resolved to the satisfaction of both parties, a student may request, in writing, a hearing of the case from the Vice President for Academic Affairs. Students may request assistance from the ALLEN Student Senate in review of such decisions. All decisions of the hearing panel are subject to review by the President of the college and the Department of Health, Education, and Welfare.

The college, in the interest of each student’s right of privacy and record maintenance, will encourage destruction of any records which no longer serve any useful purpose. No record will be destroyed until after a student has reviewed such information, should a student choose to exercise the right guaranteed under the Act.

If a student has questions regarding the provisions of the Act or any concerns that the college is not complying with the Act, he/she should direct questions or comments to either the Director of Admissions, the Dean of Student Affairs, or the Student Senate, or file a complaint with the Family Educational Rights and Privacy Act Office, Department of Health, Education, and Welfare, 330 Independence Ave. S.W., Washington, D.C. 20201.
Procedure for Academic Appeals:
Students are provided with a Student Handbook, which outlines general academic policies. Students also receive course syllabi, which indicate expectations, grading systems, and other pertinent data regarding a particular course. It is the student’s responsibility to become familiar with the contents of these publications.

If a student receives a grade that he/she feels is unfair and not in compliance with guidelines in the above publications, the student may appeal the grade using the following process:

The student shall appeal in writing to the instructor who issued the grade with a copy going to the Dean of Student affairs and the Dean of Instruction. This shall be done within seven calendar days from the day the grade was issued for an assignment or test and within thirty calendar days from the end of a the semester for a final grade. Included in the appeal shall be the student’s name, the class in which the grade was received, and the basis for the appeal. The instructor shall respond to the student in writing within five calendar days of receipt of the notice, regarding the disposition of the appeal. A copy of the appeal and the instructor’s response shall be filed with the Vice President for Academic Affairs and Dean of Student Affairs.

If the student feels that the instructor’s decision is not fair, he/she may appeal the matter to the Vice President for Academic Affairs with a copy going to the Dean of Student Affairs. This appeal shall be in writing and shall be submitted within five calendar days of the date of the instructor’s written response. The Vice President for Academic Affairs shall confer with both the student and the instructor and may review any other information relevant to the situation. The Vice President for Academic Affairs shall respond to the student in writing within seven calendar days of receipt of the appeal regarding its disposition with a copy going to the Dean of Student Affairs.

If the student feels the Vice President for Academic Affairs’ decision is not fair, he/she may, within five calendar days of receipt of the Vice President for Academic Affairs’ decision, appeal the matter to an Academic Appeals Task Force. This task force shall be composed of the Dean of Student Affairs, the Dean of Instruction, an instructor of the student’s choice, and an instructor appointed by the Vice President for Academic Affairs. The instructor whose grade is being appealed shall not serve on this task force. The members of the task force shall confer with the student and instructor and review all pertinent information. The members of the task force shall come to a decision regarding the appeal and respond to the student, in writing, within seven calendar days of the receipt of the appeal.

If the student still feels he/she has been treated unfairly, an appeal may be made to the Board of Trustees through the President. A written appeal shall be filed with
the President within 5 calendar days after the student is notified by the Academic Appeal Task Force. All pertinent information shall be forwarded to the President for dissemination to the Board of Trustees. The Board shall place the appeal on the agenda for their regularly scheduled meeting. The appeal may be heard in open or executive session, depending on the wishes of the student. The President shall deliver the decision of the Board to the student, in writing.

The Board’s decision is final. The student who finds it necessary to further pursue the matter must do so outside of the realm of the college administrative structure.