

GLENVILLE STATE COLLEGE POLICIES

STUDENT POLICY 37

STUDENT ACADEMIC RIGHTS

37.1. General

1.1. Scope - This policy regards academic rights and responsibilities of students.

1.2. Authority. -- W. Va. Code §18-2A-4, HEPC Series 22, Section 4.3

1.3. Effective Date. – June 7, 2006

1.4. Repeal of former rule - Repeals and replaces Series 60 of Title 131 Procedural Rule of the Board of Directors of the State College System of West Virginia effective July 11, 1986. This policy supersedes any or all previous GSC policies in reference to student academic rights.

37.2. Academic Rights and Responsibilities of Students

2.1. The institution shall define and publicize the academic requirements for admission to the institution; the criteria for maintenance of satisfactory academic progress; for the successful completion of the program; for the award of a degree or certification; for graduation; the requirements or criteria for any other academic endeavor; and the requirements for student honesty and originality of expression. All these requirements shall be available to students as published in the College Catalog.

2.2. A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by the institution, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

37.3. Academic Rights

3.1. Concomitant with the academic standards and responsibilities established pursuant to Section 2.1 of this policy, each student shall have the following academic rights:

3.1.1. The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex or national origin.

- 3.1.2. Each student shall be subject to any academic penalty, as set out in Section 4.2 of this policy.
- 3.1.3. Each student shall have access to a copy of the college catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, time in residence requirements, special program requirements, minimum grade point average, probation standards, professional standards, etc). Students have the right to receive from the instructor written descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc.).
- 3.1.4. The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out in the preceding sections.

37. 4. Application of Policy to Students

4.1. "Student" -- any person who has been admitted to Glenville State College to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the institution or the Glenville State College Board of Governors.

4.2. A student, as defined in this policy, shall be subject to any applicable penalties for failure to comply with the academic requirements and standards promulgated by the institution and/or its constituent academic units according to Section 2.1 of this policy. Students are expected to adhere to these academic standards in all academic settings, classrooms, laboratories, clinics and any other activities which are part of academic requirements.

37.5. Academic Requirements and Consequences of Failure to Meet Requirements

5.1. The institution shall define and publicize the academic requirements, criteria and standards as set out in Section 2.1 of this policy. Normally, students may finish a program of study according to the requirements under which they were admitted to the program. However, requirements are subject to change at any time, with reasonable notice provided to the students.

5.2. A student who fails to meet the academic requirements or standards, including those for academic honesty as defined by the institution and its constituent academic units

according to Section 2.1 of this policy, may be subject to one or more of the following penalties:

- 5.2.1. A lower grade or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences), all of which may be imposed by the instructor.
- 5.2.2. Academic probation as determined and defined by the institution.
- 5.2.3. Academic suspension as determined and defined by the institution.
- 5.2.4. Academic dismissal, which is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at the institution.

5.3. A student may appeal any penalty according to the procedures in Section 6 of this policy.

37.6. Appeals

6.1. The student may appeal or challenge any academic penalties imposed by a faculty member or by the institution, including those described in Section 5.2 of this policy.

6.2. Additional procedures may include but not be limited to:

- 6.2.1. Appeals of a grade penalty or exclusion from class;
- 6.2.2. Appeals of final course grades;
- 6.2.3. Appeals of imposition of academic probation;
- 6.2.4. Appeals of imposition of academic suspension;
- 6.2.5. Appeals of dismissal from undergraduate programs;
- 6.2.6. Appeals of dismissal from the institution.

6.3. The following procedures shall apply for any student who elects to appeal academic penalties including final course grade, grade penalty, exclusion from class, and denial of admission to an academic program. (An appeal of denial of admission to an academic program begins with section 6.3.2).

6.3.1. In an effort to resolve the grievance the student must first consult with the instructor who assigned the academic penalty. This consultation must occur within 30

calendar days of the assignment of the academic penalty. In the event the instructor is absent from campus, a letter requesting a consultation must be sent within the 30-day period. If the instructor is no longer an employee of Glenville State College, the student shall then consult with the Chairperson of the Department in which the course is offered.

6.3.2. If, after consultation with the instructor, the grievance is not resolved the student may appeal to the Department Chairperson. The appeal must be in writing and filed within seven calendar days of the decision at the first level. The Department Chairperson should confer with the student and the instructor prior to making their recommendation to the student.

6.3.3. If the grievance is not resolved by the Department Chairperson, the student may then appeal to the Academic Appeals Committee, which shall exclude any person who has been previously involved in the appeal. The appeal must be in writing and filed within seven calendar days of the decision of the Department Chairperson.

6.3.4. The Academic Appeals Committee shall hear the grievance submitted by the student and make a recommendation to the Vice President for Academic Affairs. In the appeal the student may present evidence or information relevant to the appeal and may be accompanied by an advisor of the student's choice from the College. Such advisor may consult with but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless the advisor is given specific permission to do so by the Committee.

6.3.4.1. The Academic Appeals Committee shall be comprised of six faculty members, who will vote on matters that come before this committee and two additional faculty members, who will serve as alternates and will not have voting privileges unless a quorum is not present of the initial six faculty members.

6.3.4.2. All committee members will be appointed by Faculty Senate and will serve a term of one academic year and may be reappointed.

6.3.4.3. The Registrar serves as administrative liaison to the committee, will gather and present documented requests and appeals by faculty or students for consideration by the committee. The liaison shall have full privileges of discussion on all issues which come before the committee. The liaison is a non-voting member of the committee unless there is a tie vote then the Liaison to the committee shall cast the deciding vote.

6.3.5. The Academic Appeals Committee shall tape record and keep a written summary of the proceedings.

6.3.6. If the student is not satisfied with the disposition of the grievance by the Vice President for Academic Affairs, he/she may appeal in writing the decision of the Vice

President to the President of the College. This appeal must be filed within 30 calendar days after the receipt of written notice of the decision of the Vice President for Academic Affairs.

6.3.7. The decision of the President of the College is final.

6.3.8. The student may withdraw the grievance at any point in these proceedings.

37.7. Appeals Procedures for Academic Dismissal

7.1. The appeal will be subject to the following conditions:

7.1.1. The appeal must be filed within seven (7) calendar days after written notice of the decision and will follow the Academic Grievance Process as outlined in section 6.3 of this policy. The appeal process for academic dismissal will begin with section 6.3.3 of this policy.

37.8 Appeals Procedures for Academic Dishonesty

8.1 The appeal will be subject to the following conditions:

8.1.1 The appeal must be filed within seven (7) calendar days after written notice of the decision and will follow the Academic Grievance Process as outlined in section 6.3 of this policy. The appeal process for academic dishonesty will begin with section 6.3.3 of this policy.

37.9. Publication

9.1. All standards, criteria and procedures of the institution shall be published in one or more appropriate institutional publications such as catalogs, student handbooks, academic pamphlets, and handouts.

Approvals:

President

Chair of the Board